

Manuals Available From SeniorNet Warkworth Inc.

SO YOU WANT TO BUY A COMPUTER?

This is a set of course notes supporting a PowerPoint presentation and talk on the pitfalls and features to look for when considering buying a computer. This takes around 2 hours and is organised to cover the aspects of whether a computer is even of interest to you. We talk about what type and size, laptop or desktop, where to buy, what 'extras' and software to consider, how much to pay, and cover the best way of learning so that you will feel confident in using it. You are encouraged to ask questions and generally we try to dispel myths and give guidance and notes before you commit to a computer and training.

EMAIL AND THE INTERNET

This course in 2 quite separate parts is one that most people have in mind when they start at *SeniorNet*. We tutor over 8 weeks - Email, and Internet. The course takes you through a full understanding of dial-up and high-speed access for e-mail, address books, attachments, making up folders, setting layouts and options, and creating a useful tool-bar. You will also learn the best techniques to search the Internet and to extend that into a useful retrieval system, and to use your normal computer functions for the areas of News and Webmail, etc. Without undertaking this course, most people never get to use a fraction of the useful facilities available in *Internet Explorer* and *Outlook Express versions 6 and 7*, including sending one email to several recipients, and understanding how to best send digital photographs to friends.

ACCESS DATABASE FROM OFFICE 2003 PRO

We are now able to offer an 8 week x 2 hours course in *Access* which is a powerful database program found in *Office Suite 2003 Pro*. With this you are able to interface well with other *Office* programs to gain a most useful facility when requiring extra features not normally available in the *Works*- based database program. However, you should already be very familiar with the features of *Works Database* in order to get the best understanding of this more advanced course under our senior tutor.

THE BASICS OF SCANNING AND IMAGE ENHANCEMENT

The name explains the course very well as it is designed to give confidence in scanning. It is 2 x 2 hours and gives you a much better understanding of the principles behind your scanner. It goes further than that - it whets your appetite for image enhancement. This can be a very involved subject but we aim to keep it to a level that we anticipate most home computer users will be content with. We work with *Irfanview*, as well as the dedicated program with our HP scanners as we aim to convey the **principles** to allow you to adapt to your own system after grasping the fundamentals. We recommend that you will probably need to have completed Word Processing Level 2, or equivalent, to get the best from this course.

DIGITAL PHOTOGRAPHY

This is a comprehensive 8 week course on cameras and their features. What is digital photography? How does it differ from film? What do I need to know? Learn the interface between your camera and your home PC; creating and storing files; printing; editing. It will assume that you are either contemplating the purchase of a digital camera, or have recently purchased one and want to know what the digital aspect means and what to expect from the software which accompanies it. You will probably feel comfortable with this course having completed at least Word Processing Level 1, however it also fits well with understanding the

Basics of Scanning, Desktop Publishing, Managing Files and Folders, or our extensive Photo Editing courses (q.v.). We have practical exercises each time, firstly in still photography - understanding your own camera; focus, balance, composition, flash, lighting, colour, and downloading into your computer for storing the images, file types, sizes, and saving. Then we make and save slide shows and albums. We then take you through the movie function now found within most digital 'still' cameras and how to make up a short DVD movie by editing and rendering using practical exercises in various programs to teach the **principles**. You will receive close tuition, an informative DVD, and notes for later reference.

CD AND DVD BURNING

This is a 4-lesson course covering the recent developments in DVD burning and recent changes to *Media Player*. We cover types of disks, the burning of Data CDs using the facilities within *Windows XP*, and also use other popular programs. We learn about the staging area and selecting files. Next we look at Playlists using *Media Player* and burn Music CDs before moving on to the more complicated DVD burning using *Nero Express 6.0*. Finally we make disc labels and covers for our cases and understand how to use our own pictures for backgrounds. A good understanding of file and folder management is essential.

PHOTO EDITING USING MAINLY ADOBE-BASED PROGRAMS:

In response to an increasingly strong demand from members we now have this advanced course of 8 x 2-hour lessons to cover the basics of a quite complex subject. It ties in well with our other courses on Digital Photography, Scanning, CD Burning, and File Management. Because of the wide range of photo editing programs now available we focus mainly on the range of the very popular programs *Adobe Photoshop 2, 3, and 4*, to impart the **principles** found in many others. We look at scaling and resizing, cropping, cloning, layers, filters, sharpening, and many other points. You will need adaptability and to have a sound understanding of your home computer, particularly in file and folder management.

PHOTO EDITING USING MICROSOFT IMAGING PROGRAMS:

Available from last year, this 8 x 2 hour course focuses on *Microsoft* digital imaging programs. We consider *Picture It* and *Digital Image Suite 10* and look at other programs built into your *Windows* Operating System which you can automatically use when handling graphics on your home computer. The *Microsoft* group are a good early introduction to understanding Photo Imaging and may well precede the use of the *Adobe* programs. What you have at home, and what you wish to do with your photographs, will largely determine whether to take this course, or the one above, first. The two courses compliment each other. Good adaptability in learning **principles** and a sound understanding of file and folder management is a prerequisite.

SOUND EDITING:

To demonstrate the **principles** involved we will understand the converting of LP records into a CD over 2-lessons (4 hours) using *Nero Wave Editor 2*. We will explain the equipment, cabling, etc. needed to achieve this. There are many points to be aware of, from disk selection through to compiling and editing the music prior to burning, but the results will give new life to those tunes from old scratched records through digital enhancement. We do not work with 78 rpm records. A clear understanding of file management and complete confidence in computer use is important before starting this course.