

25 November 2007

Following, is a list of most of the Courses run by SeniorNet Whangarei.

Anyone who wants a copy of the appropriate manual can email me at mauricelloyd@clear.net.nz I can then send them the appropriate file or folder.

Maurice Lloyd
Secretary

All of our course sessions are two hours long.

COURSE NAME	SESSIONS	SUMMARY OF COURSE
Basic computing	4	An introduction to the mouse, keyboard, Windows, basic word processing, file creation and saving, Paint
Computer maintenance	4	an introduction to disc and file management in windows, viruses and spy ware
Create a 4 fold greeting card	1	Using Microsoft Word, Word Art and Clip art, a greeting card is created
Create an 8 page booklet	1	Using Microsoft Word's many features, create and print out an 8 page booklet
Spreadsheets	5	An introduction to Spreadsheets
Paints shop Pro for beginners	2	An introduction to graphics using Paint shop Pro.
Making a calendar	2	Using Microsoft Word, design and make a calendar
Basic photo enhancing	1	Using Ulead photo Express, learn how to make changes to the photographs look.
Christmas Gifts	2	Using a variety of programmes, create gift tags, envelopes, etc. that can be used at Christmas time
Internet and email	3	An introduction to the Internet and email.
Creating labels	1	Creating labels using Microsoft Word
Mail merge	2	Using Microsoft Word, create your personalised Christmas letter using the mail merge function
Word skills 1	5	learn the basic skills needed to use Microsoft Word.
Word skills 2	5	More in depth instructions on some of the features

Word skills 3	5	of microsf Word, e.g. Spelling, tabs, formatting, More detailed specialised instructions on features of Microsoft Word
Power point	3	Setting up a presentation or photo display
Scanning	2	an introduction to scanning and editing of images
Scrapboeing	2	Making a scrapbook using Microsoft word
Word Art feature	1	An introduction to Microsoft word's word Art
vinyl to CD	1	What hardware and software you need, and how to get music from your records/tapes onto a CD
Video editing	6	capturing and editing vide and creating DVDs