

Computing for Seniors

COURSES for 2011

WINDOWS

Our former separate courses in Windows XP, Windows Vista and Windows 7 have been amalgamated to give more people the chance to attend our courses. Notes and groups within the classes will present the courses in the operating system of your choice.

Windows Stage 1: Absolute beginners

Prerequisites: Use of the mouse and keyboard are ESSENTIAL. Learners should take the short course on mouse and keyboard skills before attempting this course.

Content: Identify computer components - Understand and use the Start Menu - Control the mouse - Understand and identify desktop items - Manipulate and rename desktop icons - Use the Recycle Bin - Understand and use Taskbar components - Use the Right Click - Identify common window components - Move and resize windows - Enter and manipulate text in WordPad - Open, close and relocate multiple windows - Use Help and Support

Windows Stage 2:

Prerequisites: Windows Stage 1 **OR** familiarity with using a computer operating system. Beginning at this level would suit people upgrading from a previous version of Windows.

Content: Identify desktop components - Modify program windows - Manipulate multiple windows - Use Help and Support - Customise the Start Menu
Use the features of the Taskbar - Examine Start Menu right pane folder links
Investigate Security Settings - Use Control Panel - Alter different components within the Control Panel - Personalise the Desktop displays of Colour, Background and Screen Saver - Understand and use new terms

Windows Stage 3:

Prerequisites: Windows Stage 2. Do **not** attempt to begin at this level as you'll miss some important basics from Stage 2.

Content: Examine the Computer and My Computer folders - Hide and reveal the Taskbar
Use the Notification Area - Check the Recycle Bin features - Use System Tools – Disk Defragmenter – Disk Cleanup - Use System Restore - Examine Backup and Restore - Use Install and Remove Programs feature - Set Default Programs - Examine Troubleshooting feature

Vista Special Features: *This is a short course. 1 session of 3 hours*

Prerequisites: This course is for Vista ONLY. Windows Stage 3 **OR** people who have previously mastered XP and want to learn the new features of Vista.

Content: Security Centre - Personalisation of Background, Colour, Sounds, Screen Saver and Windows Sidebar - Desktop Gadgets - Backup and Restore - Compatibility Mode - Performance Monitoring

Windows 7 Special Features: *This is a short course. 1 session of 3 hours*

Prerequisites: This course is for Windows 7 ONLY. Windows Stage 3 **OR** people who have previously mastered Vista and want to learn the new features of Windows 7.

Content: Action Centre - Personalisation of Background, Colour, Sounds, Screen Saver and Desktop Gadgets - Flip and Flip 3D - Aero Peek - Aero Shake - Windows Snap - Enable Quick Launch Toolbar - Sticky Notes - Calculator - Jump Lists - Windows Live Essentials

FILE MANAGEMENT

File management is an **essential** skill and these courses should be taken by all users. Because there are such variations in how certain functions are performed, each of the following courses will be specific to that operating system.

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File Management in XP:

Prerequisites: At least Windows Stage 2. Bring a flash drive or use one of the club's.

Content: Review the parts of the screen and Explorer window - Expand and contract folders - Understand and identify the drives listed in the left pane - Check out each of the different views available from the View Icon - Note the different icons for the different types of files - Discuss the different types of files - Make a new folder - Remove a folder - Select files - Use the **View** option on the **Menu Bar** - Different **File** options - The **Edit** menu - Copy files to external media - Rename files - Make a sub folder - Copy / Move / Delete files - Use different search criteria - Search for "missing" files

File Management in Vista:

Prerequisites: At least Windows Stage 2. A flash drive will be needed.

Content: Expand and contract folders - Use the different panes in a folder window - Use the folder links on the Start Menu - Become familiar with context sensitive options - Use the Help and Support Centre - Make new sub-folders - Copy and move files and folders - Compress files - Select files - Use the Right Click - Send files to other locations - Read Address Bar information - Rename a file - Rename a batch of files - Delete files and folders - Understand the features of indexing files - Understand how indexing files affects searches - Search from the Start Menu - Search from within a folder - Search from the Search folder

File Management in Windows 7:

Prerequisites: At least Windows Stage 2. A flash drive will be needed.

Content: Copy, move, delete and rename files and folders - Make new folders and sub-folders - Customise Windows Explorer windows - Select single and multiple files - Set folder and search options - Use the right click - Use Send to options - Understand file indexing - Search from the Start Menu and any folder - Investigate libraries

INTERNET

Internet Explorer 8 will be used during these courses but many of the features will be common to Internet Explorer, Firefox and Chrome, so if you use one of the other Internet browsers there should be little difference apart from the layout of the screen and the setting of various options.

Internet Stage 1:

Prerequisites: At least Windows Stage 2 but File Management is also desirable.

Content: Start Internet Browser - Examine the browser window components - Understand common terms - Effectively use navigation bars and hyperlinks - Use the Toolbar icons - Home / Page / View Source / Tools - Understand the Pop-up Blocker - Activate the Menu Bar - Use Favourites and Bookmarks - Understand and use the web history - Understand the use of the Information Bar - Understand the Smartscreen Filter - Understand the Internet Address - Use tabbed browsing

Internet Stage 2:

Prerequisites: At least Windows Stage 2 but File Management is also desirable.

Content: Add and organize Favourites or Bookmarks - Add a second home page (tab) - Set Internet Options: Security, Privacy, Programs, Advanced - Set Protected Mode - Use the right click on Command Bar, graphics, text - Use tabbed browsing - Find search providers - Set the search engine - Examine all Menu Bar options - Investigate software sites - Download software - Use Express Cleanup - Examine links on the ComputerPals site - View Adobe Acrobat pages - Send an e-mail from within the browser - Send a Web page and a link to a Web page - Visit a secure web site

Internet Security: *This is a short course. 1 session of 3 hours*

Prerequisites: Understanding of the Internet and use of an e-mail client.

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Content: Common types of malware - Viruses / Worms / Trojans / Spam / Adware / Spyware - Protect the computer from malware attacks - Maintain Microsoft updates
Use the Security Centre settings - Online antivirus scanning - Antivirus software - Stop pop-ups - Firewalls - Handle spam - Phishing attacks - Design passwords - Online shopping security - Internet security settings - Malicious Flash Files - Twitter Links - E-mail Scams - Malware in Downloads - Malware in Photographs - Trojan horses in Video Codecs
Geolocation - Poisoned Search Engines - Malicious PDF Files - Flaws in Video Player Software
Drive-by Downloads - Fake Antivirus Software - Fraudulent Advertisements - Facebook Applications - Sites that sell E-mail Addresses - Phishing on Social Networks - Oversharing Personal Information - Ways to Stay Safe

Google:

Prerequisites: Skill with using a web browser (Internet Explorer/Firefox/Chrome)

Content: Download, install and configure the Google Toolbar - Understand how Google works - Understand queries - Refine searches - Advanced searches - Change search categories - Web search features - New Google services - Google Earth - Google Earth operation - Google tools - Understand blogs - Establish an account - Set up an iGoogle home page - Set preferences - Learn about the company - Explore Google Docs

E-MAIL

These courses combine Outlook Express (Windows XP) and Windows Mail (Windows Vista). Many of the features are common to other e-mail clients and the skills can be transferred.

E-mail Stage 1: *Notes for Outlook Express and Windows Mail ONLY*

Prerequisites: At least Windows Stage 2 and File Management.

Content: Start E-Mail Program - Send an e-mail - Read an e-mail - Customise the Inbox layout - Explore the Inbox Menu Bar - Examine the Menu options for file, edit, view, tool and message - Examine the Inbox Toolbar - Explore the New Message Screen - Explore the New Message Menu Bar options - Format an E-mail - Set common e-mail options

E-mail Stage 2: *Notes for Outlook Express and Windows Mail ONLY*

Prerequisites: E-mail Stage 1

Content: Make New Folders - Add individual contacts - Import the contact list from another e-mail client - Export the contact list to another e-mail client - Organise the Contacts into Groups - Develop message rules - Set Junk-E-mail options - Read suspect e-mails - Forward an e-mail - Understand common mistakes when forwarding e-mails - Attach a file to an e-mail - Attach a photograph to an e-mail - Insert a graphic in an e-mail - Set e-mail security options - Set up an e-mail account

Windows Live Mail Stage 1: This is distinct from other e-mail courses. Recommended as one of the alternative e-mail clients for use in Windows 7 (or in other versions of Windows).

Prerequisites: Windows 7 and Windows Live Mail installed. At least Windows Stage 2 and File Management.

Content: Start Windows Live Mail - Send an e-mail - Read an e-mail - Use the Inbox ribbons - Customise the Inbox layout - Explore the New Message Screen - Format an E-mail - Set common e-mail options

Windows Live Mail Stage 2: This is distinct from other e-mail courses.

Prerequisites: Windows Live Mail Stage 1

Content: Make New Folders - Add individual contacts - Import the contact list from another e-mail client - Export the contact list to another e-mail client - Organise the Contacts into Groups - Develop message rules - Set Junk-E-mail options - Read suspect e-mails - Forward an e-mail - Understand common mistakes when forwarding e-mails - Attach a file to

Computing for Seniors

an e-mail - Attach a photograph to an e-mail - Insert a graphic in an e-mail - Set e-mail security options - Set up a second e-mail account

Gmail: This is distinct from other e-mail courses. Recommended as one of the alternative e-mail clients for use in Windows 7 (or in other versions of Windows).

Prerequisites: At least Windows Stage 2 and File Management.

Content: Set up a Gmail Account - Add contacts - Import contacts from other sources Form contact groups - Send an e-mail - Send a group e-mail - Understand the use of *Bcc*: field Reply to an e-mail - Format a message - Send attachments - Use spell check - Use Help

OFFICE 2007 AND 2010

Ribbons were introduced in Office 2007 applications to replace the former drop-down Menus. Office 2010 continues to use ribbons but there have been changes to the ribbons, so two separate courses have been combined for these applications.

Word 2007/2010 Stage 1:

Prerequisites: Either version of Office installed. Windows Stage 2 and File Management

Content: The Office User Interface - Learn screen component names - Open and close documents - Use Backspace and Delete keys - Move within a document - Select text – word, line, paragraph, all - Cut / Copy / Paste - Use right click - Use “Save” and “Save as” - Apply simple formatting - Correct spelling and replace text - Use Show and Hide - Use Print Preview - Use all commands on the Home tab

Word 2007/2010 Stage 2:

Prerequisites: Either version of Office installed. Word 2007/2010 Stage 1 OR familiarity with other word processors/versions.

Content: PAGE LAYOUT RIBBON - Use Page Setup Group options - Setup margins, paper sizes and columns - Paragraph Group - Set tabs - FILE TAB - Understand “Backstage” - New - Use Templates - Save / Save As - Print and printer options - Share options - All Word Options settings - Using Headers and Footers

Word 2007/2010 Stage 3:

Prerequisites: Either version of Office installed. Word 2007/2010 Stage 2.

Content: The Picture Tools Ribbon - Insert clip art - Text Wrapping - Insert Picture Insert a table - Insert text boxes - Apply Picture Styles - Use Drop Capitals - Use WordArt Use bullets and numbering - Use AutoCorrect - Add words to a custom Dictionary Set up a Mail Merge

PowerPoint Stage 1: This course is intended to people presenting a talk.

Prerequisites: Windows Stage 2, Word 2007/2010 Stage 2 and File Management.

Content: Prepare a simple presentation - Use an Outline - Format the presentation Use themes - Add gridlines - Insert a photograph - Insert graphics and Clip Art - Add animations - Add notes - Sort slides - Use the Handout Master ribbon - Printing options

PowerPoint Stage 2: This course prepares a slideshow presentation of photographs

Prerequisites: Windows Stage 2, Word 2007/2010 Stage 2 and File Management

Content: Understand the Options settings - Set PowerPoint options - Slideshow Presentation Techniques - Select photo for the Photo Album - Change background colour Manipulate the photos - Use Animations - Use Transitions - Use Text Boxes - Animate text Add Music - Save as Slideshow - Use Alternate photo displays

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Excel Stage 1: Introduction to spreadsheets.

Prerequisites: Windows Stage 2 and File Management

Content: Learn screen component names - Understand worksheet structure - Use mouse and keyboard to move in the worksheet - Prepare a simple worksheet - Start a spreadsheet - Add data - Save the spreadsheet - Change the formatting - Calculate formulae - Prepare a graphical chart - Edit graph components - Use HELP menu

Excel Stage 2 :

Prerequisites: Windows Stage 2, Excel Stage 1 and File Management

Content: Open and Save a file to a different folder - Sort and filter data for analysis - Investigate the various Ribbons - Format worksheet - Align cell contents - Resize columns and rows - Use borders and shading - Use Print Preview and its options - Centralise the spreadsheet on the page - Set Headers and footers - Hide and reveal columns and rows - Change type of graph - Review and set all Excel options - Calculate formulae - Freeze columns and row headings