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## Course & Description List

### A Practical Beginner's Guide to Taking Better Photos

For this course you need to bring your Digital Camera, the Handbook that came with it and the cable to connect the camera to computer. Please **delete all photos from your camera** & then **take a photo of** the following 3 subjects on a bright sunny day prior to the course: **1. House 2. Car**

**3. Person outside in the sun.** These should be the only 3 photos in your camera.

Bring a card reader & tripod if you have them. Also Check that your camera **battery is fully charged.**

**Prerequisite:** Have completed the 'Know Your Camera' course

Course Content:

- During the session you move in & out of the classroom to take photos of set subjects, such as a portrait, check it on a computer, discuss ways to improve it & retake same subject.

### Android Basics

**Not suitable for Apple iPad or iPhones**

Bring along your **fully charged tablet**, also your **username & password** if you need to go to the Store.

Each Android tablet is different but they have similar operating features.

This will cover basic features of your tablet, including Apps, Settings, Email, Internet

### Android Built-in Apps

**Not suitable for Apple iPad or iPhones**

Make sure your **tablet is fully charged** and you have your **Username & Password** for the App Store.

**Prerequisite:** Android Basics Course or familiarity with Android device

Course Content:

- The Android File System
  - ◇ manage your Data and Photos
  - ◇ sharing and making albums
- Explore and Understand Built-in Apps – Calendar, Contacts, Messages, Notes and Reminders.
- Setting-up Wi-Fi, Drive etc.
- Hiding unused Apps.

### Android Store Apps

**Not suitable for Apple iPad or iPhones**

Make sure your **tablet is fully charged** and you have your **Username & Password** for the App Store.

**Prerequisite:** Android Basics Course or familiarity with Android device

Course Content:

- Understanding the App Store and downloading Apps
- Free Apps & Paid Apps – a variety will be tried; Apps for health, cooking, entertainment, travel and more.
- Safety when downloading Apps
- Updating and Deleting Apps

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### Apple iPad & iPhone Basics

#### Not suitable for Android or Windows Tablets or Phones

This course is restricted to those people with iPad or iPhone devices. There are dozens of tips we'll cover to help users gain the most from their "toys". The course will cover the basic features of your iPad/iPhone, including Apps, Settings, Safari and Mail.

You'll find the class not only informative and useful but also it should prove to be a lot of fun.

Bring along your fully charged device and your Apple ID & Password.

### Apple iPad & iPhone Built-in Apps

#### Not suitable for Android or Windows Tablets or Phones

This course is restricted to those people with iPad or iPod Touch devices.

Prerequisite: Bring along your fully charged device and your Apple ID & Password.

Course Content:

- Getting Set-up with Wi-Fi, iCloud & iTunes
- Photos – stored on your device, synced from your computer and shared through iCloud
- Explore and understand the many Built-in Apps – Reminders, Calendar, Contacts, Messages etc.

### Apple iPad & iPhone Store Apps

#### Not suitable for Android or Windows Tablets or Phones

This course is restricted to those people with iPad or iPod Touch devices.

Prerequisite: Bring along your fully charged device and your Apple ID & Password.

Course Content:

- Setting-up a Payment method – Purchasing an App
- App Tips – Free vs Paid, Setting Restrictions, Notifications and Privacy
- Selected Apps – Books & Reading, Photo Management & Effects, Movies & Music, Travel & Maps, Hobbies & Lifestyle, News & Shopping etc.

### Backup using File History – Windows 10

Learn how easy it is to automatically backup your important files to another location. File History is a feature of Windows 10 and when it is enabled it ensures that you never have to worry about your important files being lost or damaged ever again.

Prerequisite: External Hard Drive or a large capacity USB memory stick.

Course Content:

- How to enable File History.
- Set the frequency of backups and the retention period.
- Add or Remove files and folders from the list to be backed up.
- Recover Folders & Files – restore current files or older versions.

### Basic Word Processing using WordPad

WordPad is a basic Word Processor that is packaged with Windows. With WordPad, you can type and print letters, reports and other basic documents.

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**Prerequisite:** Basic knowledge of Windows

**Course Content:**

- Create/Open a document
- Type and edit text – use different Font styles, set the Font colour and change Text attributes
- Cut, Copy & Paste
- Save and print a document

### Camera to Computer

Are your Digital photos still on your camera, memory cards or phone? Learn how to transfer them to your computer and back them up to a USB Flash drive or External Hard Drive.

**Prerequisite:** Basic understanding of Windows

**Course Content:**

- Connecting your Camera to a computer.
- Importing images from camera or phone to your computer
- Adding Tags or Names
- Organise and Browse Photos
- Copying photos from your computer to a USB Flash drive and from Flash drive to computer.

### Christmas Letter with WordPad

Be creative and learn how to create a decorative Christmas letter using WordPad. WordPad is a basic Word Processor that is part of the Windows operating System.

**Prerequisite:** Basic Computer Skills

**Course Content:**

- Create a document using different font styles
- Change text attributes
- Cut, Copy and Paste text and images
- Insert Pictures and Google Images
- Save and Print your document.

### Cloud Computing

Cloud Computing is becoming more and more popular. It allows you to store your files on the computer of service providers – “in the cloud”. You can then access your files through the Internet from any PC, Laptop, Tablet or Smartphone. Popular Cloud Computing services are Dropbox, Microsoft OneDrive, Google Drive and iCloud.

**Prerequisite:** Basic Computer Skills and/or an understanding of Mobile Devices - Tablets & Phones.

**Course Content:**

- How to ‘sync’ your files and share them with family & friends.
- Use services to create word processed documents, spreadsheets and presentations using software apps on the web.
- Sign up for the free services, upload, ‘sync’ and share.

### Cloud Computing - Dropbox

Cloud Computing is becoming more and more popular. It allows you to store your files on the computer of service providers – “in the cloud”. You can then

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access your files through the Internet from any PC, Laptop, Tablet or Smartphone.

**Prerequisite:** Basic Computer Skills and/or an understanding of Mobile Devices - Tablets & Phones.

Course Content:

- How to 'sync' your files and share them with family & friends.
- Sign up for the free services, upload, 'sync' and share.
- Using Dropbox Help.

### Cloud Computing – Google Drive

Cloud Computing is becoming more and more popular. It allows you to store your files on the computer of service providers – “in the cloud”. You can then access your files through the Internet from any PC, Laptop, Tablet or Smartphone.

**Prerequisite:** Basic Computer Skills and/or an understanding of Mobile Devices - Tablets & Phones.

Course Content:

- How to 'sync' your files and share them with family & friends.
- Use services to create word processed documents, spreadsheets and presentations using software apps on the web.
- Sign up for the free services, upload, 'sync' and share.
- Using Google Drive Help and Support.

### Cloud Computing - iCloud

iCloud is Apple's cloud-storage subscription service. This service from Apple requires your Apple ID to connect your Apple devices – iPad, iPod, iPhone and Mac computer.

With this service iCloud Photo Library and iCloud Drive keep all your photos, videos, and documents stored securely and updated. Important settings on your devices can also be backed up and restored. If your iPhone is ever lost or stolen, Find My iPhone can help you find it.

**Prerequisite:** Basic Computer Skills and/or an understanding of Apple Mobile Devices - Tablets & Phones.

Course Content:

- What is iCloud and storage options
- Setting-up and managing your iCloud account.
- iCloud settings and controls.
- Photo and Document options.
- Important usage considerations and the iCloud website.

### Cloud Computing – OneDrive

Cloud Computing is becoming more and more popular. It allows you to store your files on the computer of service providers – “in the cloud”. You can then access your files through the Internet from any PC, Laptop, Tablet or Smartphone.

**Prerequisite:** Basic Computer Skills and/or an understanding of Mobile Devices - Tablets & Phones.

Course Content:

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- How to 'sync' your files and share them with family & friends.
- Use services to create word processed documents, spreadsheets and presentations using software apps on the web.
- Sign up for the free services, upload, 'sync' and share.
- Using OneDrive Help and Support.

### Computer Skills for Beginners

This course is designed to:

- Dispel the fear factor
- Build your confidence
- Begin to enjoy your computing experience
- Master the Mouse
- Learn some basic Word Processing
- Become familiar with computing terminology
- Prepare for other courses
- Leave the class with a smile on your face and a sense of achievement

### Create Your Own Photobook

Are your digital photographs rarely printed? Would you like to produce a properly bound book of your photos?

From family, travel, wedding, baby and more, the variety of themes is huge.

**Prerequisite:** Basic Computer Skills

Course Content: - you will learn how to:

- Download the free book software.
- Organise your photos, use pre-set themes, borders, frames and easy drag and drop templates.
- Add titles, captions and text to 'tell your story'.
- Complete your book and place the order for printing.

### Downloading & Installing Software

Learn how to download & install software safely

**Prerequisite:** Basic Computer skills

Course Content:

- Downloading Files
- Installing Software from CD & from the Web
- Tips for finding Software & Safety precautions involved

### Downloading YouTube Videos and Audio Files

There are upward of 4 Billion videos on YouTube. They include video tutorials on how to do/fix something, fun videos or a music track that you wish to play in your car. This course is designed to show you how to download YouTube videos/music to your computer using ClipGrab a free software download.

**Prerequisite:** Familiarity with the internet

Course Content:

- Download and install the ClipGrab software.
- Search for and download videos or music
- Have a lot of fun and enjoy the experience.

### What to bring to class:

- A flash drive or external hard drive with at least 8GB of free space.

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- A list of Videos or Music tracks that you would like to download.

### DropBox Follow-up

Learn more about this popular Cloud service.

**NOTE: Bring your Drop Box Username and Password.**

**Prerequisite:** Cloud Computing course.

Course Content:

- Addressing any problems encountered with DropBox
- Two-Step (or Multi-factor) Verification for security
- Camera Upload tips
- Selective Syncing
- Frequently asked questions
- Using Dropbox Help feature

### eBay – Buying on eBay

**Prerequisite:** Familiarity with the internet

Course Content:

- Registering with eBay
- Searching for items and using eBay Help
- Making a Purchase
- Entering an Auction bid
- Making safer payment with PayPal
- Paying for items and leaving feedback
- How to use Gumtree

### eBay – Selling on eBay

**Prerequisite:** Familiarity with the internet

Course Content

Session One

- Registering with eBay and PayPal
- Setting up a Seller Account
- Researching for Selling
- Creating you Listing
- Accessing and Using eBay Help
- Understanding eBay Fees
- Creating an Auction
- Completing the Sale
- Exploring Gumtree

### eBook Management & Helpful Hints

This course will comprise a short introduction & comparison of a few different readers and devices. The majority of the information imparted will deal with the getting of ebooks (free and otherwise), the storage and collation of same and the transfer to readers. We will delve more deeply into free ebooks and the management of them via Calibre, a superb free management tool. We will also take a brief look at some sites that might prove useful for the bookworms among us.

**You MUST bring a USB DRIVE with a good amount of available space.**

**Prerequisite:** Familiarity with an eBook device

Course Content:

- Devices used – an eBook Reader (from SmartPhone to Tablet)

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- Helpful internet sites for eBooks
- KINDLE App – free from Amazon and good for any Kindle or Mobi format downloads on Android devices.
- Managing downloaded eBooks with Calibre
- Reading on your computer with Adobe Digital Editions
- Borrowing from your Local Library

### Email Basics

This class will cover various types of email accounts.

**Prerequisite:** Basic Computer skills

Course Content:

Learn how to:

- Read, Send, Reply to and Forward Emails
- Attach Photos & Add Contacts
- Move Emails to a Folder
- Use CC and BCC
- Clean-up your Emails.

### Email for Beginners

This class will cover free email accounts by **Gmail** (*Google*) and **Outlook.com** (*Microsoft*).

**Prerequisite:** Basic Computer skills

Course Content:

Learn how to:

- Set-up an Account and Sign-in
- Read, Send, Reply to and Forward Emails
- Attach Photos & File attachments
- Use CC and BCC
- Manage your mail.

### Essential Techniques

When using a computer there is often some hesitancy and a fear of the unknown. Understanding some basic concepts and procedures will help to dispel this uncertainty. This course will explain some easy techniques that can be applied in many different situations.

**Prerequisite:** Basic knowledge of Windows

Course Content:

- Create/Open Files.
- Enter and Edit text.
- Select text – simple methods to select words, sentences, paragraphs or whole documents.
- Format text - use different Font styles, set the Font colour and change Text attributes.
- Save Files – understanding Save and Save As.
- Cut, Copy & Paste – using the Clipboard.
- Print and Print Preview Files.

### Facebook Basics

This course is important for both new and current users of Facebook. It explains the features and security protocols for the safe usage of this social

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media. Family and friends may be pushing you to use Facebook to stay in touch but you need to know how to do this **safely** and not endanger yourself or friends to identity theft or 'stranger danger'.

**Prerequisite:** Basic Computer Skills and/or an understanding of Mobile Devices - Tablets & Phones.

Course Content:

- Creating a Facebook account.
- Account, security and privacy settings.
- Adding friends and posting content.
- Adding Photos.
- Messages and Chat.

### Files & Folders

*"Where did that file go?"*

This course will help you understand where you are saving files & how to find them again.

**Course Content:**

- How to use File Explorer to manage your filing.
- Name & Rename files.
- Create Folders, Sub Folders & Filing Structures.
- Search and locate lost files.
- Open and Save files to different locations.
- Use Right Click and Send To options
- Saving to a flash drive

### Flickr Photo Storage

Flickr is one of the best on-line Photo management and sharing applications. Photos and Videos can be uploaded and securely and privately shared with family & friends or become a web celebrity and show off your best pictures to the world.

**Prerequisite:** Familiarity with the Internet and/or an understanding of Mobile Devices - Tablets & Phones.

Course Content:

- Setting-up a Flickr Account
- Uploading Photos & Videos
- Organising your Flickr Photos
- Sharing Photos
- Flickr Mobile App

### Getting Started with Windows

**Prerequisite:** A basic knowledge of Windows.

Course Content

- Opening Apps & Programs
- A little Word Processing
- Basic Internet Browsing
- Email Basics
- Shut Down, Sleep or Restart options.

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### Google

Google is so well known that everyone knows what “Google it” means – but Google is much more than a search engine.

**Prerequisites:** A basic knowledge of Windows.

**Course Content:**

- How Google works
- Searching tips and tools, advanced searches, definitions
- Calculating conversions and sums
- Checking flight times, tracking courier packages
- World times
- Discovering the range of Google products

### Google Drive Follow-up

Learn more about Google Drive’s features.

**NOTE:** Bring your Google Username and Password.

**Prerequisite:** Cloud Computing course

**Course Content:**

- Addressing any problems encountered with Google Drive
- Two-Step (or Multi-factor) Verification for security
- Multiple Google accounts and online storage quota
- Accessing your files when offline
- Manage your maps in Google Drive
- Using Google Drive Help and Support to self-manage difficulties

### Google Photos

Google Photos is Google’s replacement of Picasa. It is a cloud storage system that backs up and syncs images across PCs and mobile devices. The service uses Google’s image-analysis technology to organise photos and videos, making them easier to search, share and even edit. It offers free unlimited photo storage and a vast array of photo editing features.

**Prerequisite:** Familiarity with Digital Photographs and a basic knowledge of Windows.

**Course Content:**

- Create an Account
- Installing the App on a mobile device
- Managing storage
- Photo Albums and editing
- Enhancing images
- Archiving and Sharing

### Instagram

Instagram is a popular Photo-sharing App for smartphones. One reason for Instagram’s popularity is its simplicity. Rather than focusing on a lot of different features, Instagram is designed to quickly share Photos and short Videos.

**Prerequisite:** A familiarity with Smartphones

**Course Content:**

- Create an Account and Privacy Settings
- Navigating Instagram

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- Manage your Profile
- Find and Manage Followers
- Understanding Posts
- Sharing Photos on Instagram with some Tips.

### Internet & Email Security

This course is essential

This is a “must do” course if you use the Internet or receive and send e-mails:  
What sort of protection do you have for your computer & to protect you against identity theft?

Do you have the latest version of your anti-virus software?

What is the most appropriate defence software for your computer?

Do you understand the differences between viruses, trojans, worms and rootbots??

How can you avoid spam??

How can you protect your identity both online and offline?

Do you know the latest scams that are becoming increasingly common??

If you answer NO to any of these questions, enrol in this course.

**Prerequisites:** Bring along a flash drive if you have one.

### Internet for Beginners

This course provides the basics for using the Internet (the ‘Web’) and explains some of the terminology and words used when searching the Web.

**Prerequisite:** Familiarity with the internet

Course Content:

- Introduction to popular Web Browsers
- Looking for a Website – Web addresses, the Address Bar, Searching.
- Navigating web pages – following links, forward and back buttons, using tabs
- Using the Google search engine website
- Setting a Home page and making a list of favourite websites.

### Introduction to Excel Spreadsheets

Excel is part of the Microsoft Office suite of programs. This class is an introduction to the use of spreadsheets. Spreadsheets organise data into columns and rows - common uses are to store and sort data, perform calculations and produce graphs & charts.

**Prerequisite:** Computer Basics

Course Content:

- Understanding Workbooks, Worksheets and Cells
- Entering Data and formatting Cells
- Using basic formulas
- Adding numbers in a row or column
- Charts /Graphs
- Printing

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### Know Your Camera

This course is suitable for people who are interested in photography and who are unfamiliar with the workings of their camera.

**Prerequisite:**

Course Content: Features of your Camera are explained and demonstrated.

These include:

- Basic Camera Parts and Settings
- Megapixels and Memory Cards
- Menus and Modes
- Shutter Speed & Aperture
- ISO
- White Balance

### Know Your Mobile Phone

This class is intended to provide a greater understanding of your Mobile or Smartphone and is about explaining **What** the phone can do for you.

**Prerequisite:** Some knowledge of using a Mobile or Smartphone

Course Content:

- Mobile Phone Accounts & Plans
- Buying a Phone
- Using Wi-fi
- Using a Touchscreen
- Managing Contacts
- Send & Receive Text Messages

### Make Your Own Canvas and Calendar

Put your digital photographs on display. Create a canvas masterpiece to hang on your wall for all to admire. Use your photos to produce a double A4 calendar, add your personal special events and backgrounds. Use photos from family, travel, wedding, baby and more, the choices are yours to present.

**Prerequisite:** Basic Computer Skills

Course Content:

- Download and Use Photobook Software
- Organise the Photos
- Complete a Canvas Image and Calendar
- Complete your Projects and Place an Order for Printing

### Microsoft Edge

Windows 10 comes with a new Web Browser called Edge. It replaces Internet Explorer as Microsoft's built-in Browser. Learn how to take advantage of the many new features.

**Prerequisite:** Computer Basics

Course Content:

- Understand the new features – Reading View, Reading Lists, the Hub etc.
- Pin favourite sites to the start Menu
- Customise Edge.
- Google Search in Edge
- How to import Bookmarks from a previous browser.

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- Security features.
- Cortana and Edge.

### OneDrive Follow-up

Learn more about Microsoft's OneDrive

**NOTE: Bring your Microsoft Username and Password.**

**Prerequisite:** Cloud Computing course.

Course Content:

- Addressing any problems encountered with OneDrive
- Two-Step (or Multi-factor) Verification for security
- On-line and Off-line files
- Frequently asked questions
- Using OneDrive Help to self-manage difficulties

### Online Banking

Online or Internet banking is a way to conduct a range of financial transactions using a computer or mobile device like a Smartphone or Tablet. Online banking is a very convenient way to manage and control your finances and gives the freedom to bank where and when you want. This course is designed to build your comfort and confidence using online banking.

**Prerequisite:** Familiarity with the internet

Course Content:

- Security Guarantee and confidence
- How to register for online banking
- Accessing and navigating Bank/Building Society/Credit Union websites.
- View and manage financial transactions, print statements, transfer between accounts, schedule payments & transfers
- Pay Bills by Direct Debit, Direct Transfer, BPay/Osko or PayID

### Online Shopping

The internet is the world's largest shopping mall. You can buy almost anything online, from Australia or from all over the world. Shopping online allows you to compare prices, shop at a time that suits you, have goods delivered to your door. There are many advantages and is very convenient.

**Prerequisite:** Familiarity with the Internet

Course Content:

- The basics of Online Shopping
- Searching for a product or service
- Using product reviews and information
- Creating a store account and adding items to your basket.
- Checkout procedures
- Safe payment methods and PayPal

### Password Management

Everyone needs help to remember and safely store their passwords. This course will introduce you to Password Managers (*LastPass and RoboForm*) and explain how they work.

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**Prerequisite:** Familiarity with the internet

Course Content:

- Password security
- How to password protect a file
- Using strong Passwords
- Installing and using a Password Manager, e.g. LastPass, RoboForm
- Shortcomings
- Multi-Factor Authentication and other features

### Photos App in Windows 10

The Photos App in Windows 10 makes it easy to organise, find and share your digital photos. Use the App to import, edit and manage all your photographs. You can also make quick edits to your photos as well, ensuring your snaps look better than ever.

**Prerequisite:** Familiarity with Digital Photographs and a basic knowledge of Windows.

Course Content:

- Features of the App explained
- Import photos from a Tablet, Phone or Camera.
- Improving your photos using basic editing tools
- Save, Share and Print photos

### Pinterest

A virtual pinboard for the ideas and things you collect on the Internet.

**Prerequisite:** Familiarity with the internet.

Course Content:

- Getting started; setting up your Profile
- Common Pinterest terminology
- Navigating and Searching Pinterest
- Creating and Using Pinboards
- Privacy and Secret Pinboards
- Pinterest for Mobile Devices

### Publisher Basic Workshop

Microsoft Publisher is an application that can be used to design anything from Greeting cards, Business stationery to Information leaflets/flyers and posters. It is a powerful tool for those wanting to create personal and professional publications.

**Prerequisite:** Bring a Flash Drive to save your project

Course Content: This basic workshop will provide the skills to create:

- Gift Tags - using the label section of publishing, explore backgrounds, margins etc.
- Business/Address Cards – Using manufacturers labels, make your own with c/board, group text & pictures.
- Three-fold Greeting Card – Use columns & rows, shapes & lines, borders & frames, large or 2 small cards.

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### Question & Answer Session

This is a MUST for anyone having problems? This is your opportunity to have questions answered on any issue that is causing frustration. Think of any problems you've may have experienced and use this forum to get answers.

**Prerequisite:** If possible Email your questions and/or intention to attend to [islingtonpals@gmail.com](mailto:islingtonpals@gmail.com) and we will try to ensure we have answers for you.

**Course Content:** This is an open and informal class and all financial members are welcome to participate. It provides an opportunity for you to interact and learn from the experiences of others.

### Recover using System Image

This workshop is about Recovery media made by and to use with Windows 10. It explains the various recovery media available, how to create and use them. Suitable for those with a solid understanding of the Windows operating system.

**Prerequisite:** Advanced knowledge of Windows 10

**Course Content:**

- Creating a Recovery Drive and System Repair Disc
- Create a System Image
- Recover using a Start-up Repair
- System Image Recovery
- Windows Clean Install

### Skype

Learn how to communicate over the internet by both voice and video, as well as instant messaging. See and hear family and friends in a live session – great for connecting with distant relatives and friends.

**Prerequisite:** Familiarity with the internet.

**Course Content:**

- Install Skype and set-up an Account
- Add Contacts
- Make & Receive Calls
- Messaging
- Mobile Skype

### Twitter

Still don't get Twitter? More and more, this micro-blogging network is becoming a useful tool for finding out what's going on with the people and things that matter to you the most.

**NOTE: Bring your Twitter login if you have one, as restriction by Twitter means that we cannot make new accounts in class. We will show you how to create an account in first lesson and you can follow instructions in notes at home before the second lesson.**

**Prerequisite:** Familiarity with the Internet and a knowledge of Mobile devices.

**Course Content:**

- Create a Twitter Account and your Profile
- Searching and Following others on Twitter

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- How to allow others to follow you while protecting your Tweets
- Create and Read tweets
- Hashtags, @Replies and @Mentions

### Using a USB Flash and External Hard Drive

How to use a USB connected external Drive to transfer data from one computer to another. This class will explain the methods used to access and transfer files to and from a Drive.

**Prerequisite:** Basic Computer skills

Course Content:

- Accessing a USB connected External Drive
- Rename your Drive for easy identification
- Transfer files to and from the Drive
- How to Safely Eject a USB Flash Drive
- Scan an External Drive for Viruses

### Using MyGov & Service NSW

This is all about those "Just go online..." things we are expected to do for access to Government services. MyGov, Centrelink, Passport, Tax, Service NSW, etc.

**Prerequisite:** Bring any usernames & passwords you may already have for these services - also Pension Card, Medicare Card, Drivers Licence.

Course Content:

- MyGov
- Centrelink
- Passport
- Tax
- Service NSW

### Windows 10

Windows 10 is the latest Microsoft operating system with many new features as well as similarities for those familiar with other Windows versions.

**Prerequisite:** Computer Basics

Course Content:

- Signing in with a Microsoft Account, Setting up Accounts
- Navigating the Desktop and Start menu
- Working with Apps and Files, Searching for Apps and Files
- Snap, Flip - Managing multiple windows
- Personalisation and Settings
- Getting connected online
-

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### YouTube

How to find and share videos online, everything you need to get started with this popular video-sharing website

**Prerequisite:** Familiarity with the internet

Course Content:

- Watching YouTube videos
- Finding videos
- Sharing videos
- Opening an account, Signing in and Navigating
- Settings and Privacy
- Safety Mode

-