

Courses

This course is for people with no computer experience

Unless members have extensive computer experience it is recommended that they do **Managing the data on your PC** before moving to other courses

Introduction to Computers

What is a computer?
What can I use a computer for?
What is an operating system.
The user interface.
Using the keyboard and mouse.

Smartphone and Tablet Basics

Get the best out of a tablet or smartphone that uses the Android operating system.

iPad Basics

Learn how to use your iPad efficiently and get the best out of this wonderful technology.

Managing the data on your PC

Learn how to manage your files, folders and libraries on your PC or laptop.

Email – Windows 10 Mail

Learn how to read, write and manage your emails using the new Windows 10 Mail programme

Introduction to Windows 10

Most people have recently updated to Windows 10. Learn how to get the best out of the new OS.

Writing documents on your PC

An introduction to MS Word.

Managing and editing your photos

Using Picasa to manage and edit photos. Create collages and slideshows.

Introduction to Internet Banking

Learn how easy and safe it is to bank online

Monthly Workshops

How do I ...?

iPad and iPhone

Question and Answer

Android tablets and phones

Occasional Workshops

Trade Me

Facebook

Skype

Google

Scams

Downloading music