

## Courses

For people with no computer experience

### Introduction to Computers

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.

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

### Managing the data on your PC

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

### Introduction to Windows 10

Learn how to get the best out of the new OS.

### iPad Basics

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

### Writing documents on your PC

An introduction to MS Word.

### Managing and editing your photos

Manage and edit photos.  
Create collages and slideshows.

### Email – Windows 10 Mail

Learn how to read, write and manage your emails.

### Internet Banking

Learn how easy and safe it is.

## Regular Workshops

### Question and Answer

How do I ...?

iPad and iPhone

Smartphones and Tablets

## Occasional Workshops

Facebook

Trade Me

Skype

Downloading music

Amazing things with Google

Booking stuff online

Internet phones

Avoiding Scams

Privacy

Real Me

Buying computing devices

Access databases

Excel spreadsheets

PowerPoint

Creating web pages