



Introductory Courses

Introduction to Computers

Ideal for beginners, those with limited exposure to computers or those who may wish to refresh their basic knowledge. This course aims to increase confidence plus provide an insight and broad overview of today's modern technology.

By the end of the course, you will be able to:

- Understand the basics and the variety of computer technologies available
- Know how to use the main functions of WordPad
- Confidently search the Internet and grow further your understanding of Wikipedia, TradeMe, Social Media and YouTube.
- Create secure passwords that are easy to remember
- Understand the basics of emailing
- Confidently use and explore further all modern technology devices

Duration & Cost

4 x two and half hour sessions

This course is free of charge

What you need to know before attending this course:

You can bring your own laptop if it is properly set up and configured. Unfortunately, we do not have time available during the course to configure your laptop for you. We recommend using the setup services of local retailers to help you do this or our How Do I...? Workshop if you need to refine things along the way.

This course is not suitable for iPad, Android or Windows tablet users.

Introduction to Windows 10



This course is your opportunity to experience Windows 10 in the controlled environment of our Learning Centre. We will demonstrate the key features and settings.

By the end of the course, you will be able to:

- Understand the key features and settings inside Microsoft's mainstream Operating System (Windows)
- Use your increased knowledge and confidence to explore the system further

Duration & Cost

2 x two and a half hour sessions

\$15 per person

What you need to know before attending this course:

You should already have Windows 10 installed on your home computer or laptop. You should already be familiar with the basics of the Windows Operating System (prior attendance at our Introduction to Computing Course may be helpful). This course will not cover touch screen usage.

Managing the Data on your PC



This is an essential course for all computer users. An understanding of how to manage the data (files and folders) on your PC is the single most important thing that you can learn from SeniorNet. This course should be seen as a pre-requisite for all of the more advanced courses run by SeniorNet (and knowledge of its contents is assumed on those courses).

By the end of this course, you will be able to:

- Find any file you want quickly and easily
- Develop and manage a logical file structure, in tune with your lifestyle and interests, on your own computer
- Know how to back up your files
- Never lose a file again

Duration & Cost

5 x two and a half hour sessions

\$30 per person

What you need to know before you attend this course:

All attendees must have a basic working knowledge of computers (as taught on our Introduction to Computers Course). We encourage you to use the PCs in the Learning Centre for this course, then go home, and apply the lessons learned on your own computer. There will be an opportunity to bring and use your own laptop later in the course.

iPad & iPhone Basics



This course is for all new or inexperienced users of an iPhone or an iPad tablet. This is your opportunity to experience and learn about this exciting technology. You will be truly portable and have the ability to use your tablet or phone anywhere in the world.

Is my tablet an iPad or iPhone?

The simplest way to work out whether your tablet is an iPad is to locate the Apple-like logo on the case – it is usually in the middle of the rear casing. If there is no Apple logo, you should consider attending the **Smartphone and Tablets Basics** Course described below.

By the end of this course, you will be able to:

- Understand and use the fundamentals of a touch screen device
- Configure important settings
- Manage and use the standard applications (apps)
- Download new apps, books and music.
- Confidently explore further functions by yourself

Duration & Cost

A setup workshop if required + 4 x two and a half hour sessions
\$25 per person plus \$5 if setup is required.

What you need to know before you attend this course:

Please bring your own, fully charged, iPad or iPhone to this course. The week before the course starts, a workshop will be available for you should you need help to set up your new device and open an Apple iTunes account. This must be completed before starting the course. This course is not suitable for Android tablets/phones or Windows devices. If you are unsure about the suitability of your device, please ask when booking the course.

Note: Apple are constantly changing the operating system used on these devices. If yours is more than 2 years old, it will still work, it will still run almost all the applications we discuss but the screen layout and certain functions may look different to the more recent models used for teaching. Do not let this put you off, just be aware that differences may occur! The course covers topics common to the iPad and the iPhone and will not cover telephoning or texting. However, the tutors are always willing to help, just ask.

Smartphone & Tablet Basics



This is a starter course designed for the user with little or no previous experience with Android Smartphones or Tablets. An ideal opportunity for a new learner to grasp the latest concepts of portable, computer technology, which is the way ahead for the future.

Is my tablet or smartphone “Android”?

The simplest way to work out whether your smartphone or tablet are using the Android Operating System is to confirm these points...

- There are no Apple-like logos on the case – if there are, you have an iPhone or iPad and should be looking at the **iPad and iPhone Basics Course** discussed above
- There is no mention of Microsoft when you use the device.
- The brand is Samsung, Acer, Sony, Oppo, Huawei or Kenko
- The phone is specifically branded as Spark, Vodafone or 2Degrees

If you are still not sure whether you have an Android device, please contact our Enrolments Coordinator and they will assist you.

By the end of this course, you will be able to:

- Understand and use the touch screen and settings
- Charge the battery in your device
- Connect to a Wi-Fi network
- Understand, find and use the Google Play Store to download and install essential applications (apps)

Duration & Cost

4 x two and a half hour sessions
\$25 per person

What you need to know before you attend this course:

Please bring your own, fully charged, Android device to this course. Make sure you have your Google Account set up prior to attending. This course is not suitable for iPhone, iPad, Windows phone, or Microsoft Surface tablet users. If you are unsure about the suitability of your device, please ask when booking the course.

Applied Courses

Email - Using Windows Mail



This course will:

- Introduce you to emails and discuss how they work
- Identify methods of sending and receiving emails using web browser, Apps and Email clients
- Discuss how to configure an Email Client and an App to send and receive emails
- Use Windows 10 Mail as an email client to send and receive emails.
- Make recommendations for sending emails to multiple recipients.
- Show you how files are attached and detached from emails
- Show you how to archive emails from Windows 10 Mail to long-term storage.

By the end of this course, you will be able to:

- Use the free Microsoft **Mail** programme to send and receive emails
- Set up Windows Mail, send new messages, receive and manage messages
- Include pictures into the text of your messages
- Attach pictures, documents and other files to your emails
- Format the text in your emails

Duration

2 x two and a half hour sessions

\$15 per person

What you need to know before you attend this course:

This course introduces Windows **Mail**, the email programme that comes bundled with Windows 10 and replaces Windows Live Mail. Microsoft are phasing out Windows Live Mail and anyone still using it is encouraged to attend this course as part of his or her migration strategy. We will, during this course discuss how to move off Windows Live Mail and on to Windows 10 Mail. This course is suitable for all Windows users, regardless of who their email provider is – Xtra, Gmail, Yahoo can all be accessed with Windows 10 Mail.

Managing Your Photos



This course uses the Microsoft Windows 10 Photos application to show you ways to view, manage and edit your photos. The course assumes that you have a sound understanding of files and folders. (SeniorNet Kapiti has a course “Managing Data on your PC” that is an essential precursor to this course)

On completion of this course, you will be able to:

- Setup a folder structure that makes finding your photos easier for you.
- Easily scan through all of your photos to find that special photo that you filed so you could easily find it, but where has it gone

- Find all the photos of people (i.e. family members and friends).
- Understand essential editing functions that will allow you to enhance your photos.
- Be shown how to assemble your favourite photos into a video presentation complete with music and stunning titles.
- Learn how to assemble photos into albums for that special presentation.

Duration & Cost

4 x two and a half hour sessions
\$25 per person

What you need to know before you attend this course:

It is strongly recommended that you complete the “Manage the Data on your PC” course before attending this course.

Introduction to Word



Word is the most widely used word processing programme in the world. This is a great course if you have offered your services as a club secretary or are involved in writing material for all those voluntary things you may do and need more functionality than is offered by WordPad.

By the end of this course, you will be able to:

- Understand the basic functions of word processing
- Create and format simple documents
- Add captions, headers and footers, graphics and tables

Duration & Cost

3 x two and a half hour sessions
\$20.00 per person

What you need to know before attending this course:

This course is taught using the latest version of Microsoft Word. If you have an early version at home, the menus may be very different. You should also have access to Microsoft Word (or the Word WebApp on OneDrive on the Internet) on your home Computer so that you can practice and apply your new knowledge.