



# Computer Friendly

## Courses and course synopsis for 2011

### **1st Steps in Computing, Internet and email**



Designed for people with no previous experience of computers. A short 'taster' of what is involved in each of the above Microsoft applications.

At the end of the session attendees will have more confidence in using a computer and in furthering their learning in the field of computing.

A good 'starter' for people to continue with their learning, either through self-teaching, attending one of the following Computer Friendly courses, or one provided by another training supplier (e.g., Oaklands College)

### **Computing for Beginners**



Designed for people who have little, or no, experience of using a Personal Computer (PC), or for those who are in need of a 'refresher'. The course explains, in non technical terms, what the parts of a computer are, and how to make sense of some of the computer jargon used in advertisements. Learners will practice using both Mouse and Keyboard and, by the end of the course, will have learned how to write and edit a letter or document, including text style and size, colour, underlining, cutting and pasting, bullet points etc.

Individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors. The course runs for 2 hours over 4 consecutive weeks.

### **Intermediate and Further MS Word**



For people who have a basic understanding of MS Word and are comfortable with both mouse and keyboard, these two courses of four weeks each will introduce learners to more of the features available in MS Word. Included will be tables, lists and bullets, Headers and Footers, Find and Go To, Bookmarking, Watermarking, Mail merge etc. At the end of these courses learners will be able to produce professional and attractive documents.

Individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors.

The course runs for 2 hours over 4 consecutive weeks.

### **Introduction to the Internet (including email)**



Designed for people who have some understanding of computers, or who have attended the *Computing for Beginners* course, and want to gain an understanding of the Internet and email.

Learners will gain an understanding of the jargon used, how to select an appropriate I.S.P (Internet Service Provider). They will practice using various search engines to find information they want, how to "Surf" the net. They will be introduced to Price Comparison sites and Shopping Malls. They will open an email account and practice sending and receiving (including attachments) emails. The issues around Security, Viruses and "Spam" are also explained.

As for *Computing for Beginners*, individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors.

The course runs for 2 hours over 4/5 consecutive weeks (depending on venue).

### **Introduction to Excel**



Designed for people who have an understanding of Windows and Word, either through experience or by attendance on the *Computing for Beginners* course.

Learners will learn about building spread sheets, cells, simple formula, multiply and divide, 'drag and repeat' formula and dates, monetary calculations, sorting and ordering.

As for *Computing for Beginners* and *Introduction to the Internet* individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors.

The course runs for 2 hours over 4/5 consecutive weeks (depending on venue).



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### **Introduction to Family History**

For people who have some knowledge of computers and the Internet, either through experience or by previous attendance on the *Computing for Beginners* and *Introduction to the Internet*.

At the end of the course Learners will have an understanding of researching family background and preparing a family tree. Individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors.

The course runs for 2 hours over 4 consecutive weeks.



### **An Introduction to the basics of Digital Photography**

For people who have attended the *Computing for Beginners* course or who have knowledge of Microsoft Windows. This course focuses on still cameras (not video) and is designed to help you get the most out of your camera. Learners should already own a digital camera and have access to their own computer as the course will cover not only the taking of pictures, but also their editing, printing etc..

Individual computers will be provided for each learner to work on and they will receive personal assistance from Volunteer Mentors.

The course runs for 2 hours over 5 consecutive weeks.



### **To register for any of these courses:**

- Our registration forms are available from your local library; or
- Telephone us on 020 3239 1559 (answer-phone); or
- Write to us at: Computer Friendly, c/o 1 Beverley Gardens, St Albans, Herts, AL4 9BJ or
- Email us on: [courses@computerfriendlystalbens.org.uk](mailto:courses@computerfriendlystalbens.org.uk)

### **Working in Partnership**

