

Crows Nest Centre Computer Club – Summary of 2012 Courses

Basic Mouse & Text Skills –BMT-XP & BMT-W7

For absolute beginners. No experience needed! Turn on the computer on and get to understand what you're looking at on the computer screen. Have fun using the mouse in the Paint program and learn about basic word processing in WordPad. Start your computer learning journey in a relaxed and friendly way.

Windows File & Disc Management– Module WFD-XP

Learn how to keep track of computer files, manage files so that they are safe and are easy to find; save documents to folders and files to the hard drive, USB drive; design a filing system; use My Documents folder and Windows Explorer

Introduction to Windows 7– Module IW7

Discover the great features of Windows 7, personalise your computer, use Libraries and more. This course is suitable for people who have upgraded their computer to Windows 7 or have completed our Basic Mouse & Text skills course in Windows 7.

Email – Module EML

You discover how to send messages around the world to your friends using an email service using programs such as: Windows Live Mail and web mail. You also learn how to create an Address Book, to send attachments and to create an interesting personal signature for your emails.

The Internet – Module INT

Following a general introduction to the Internet, learn the fundamentals of how to access and search the World Wide Web using Internet Explorer 9 and its tabbed browsing feature for a great surfing experience! Have a look at Facebook, Internet Banking and find out about Internet security.

Introduction to Word 2010– Module IWD

Once you can use Windows to run a program and open and save a data file, you can learn how to create documents, delete insert and replace text, change the position of text by cutting and pasting, use headers and footers, use margins and tabs, change the size and character of the typeface, and check spelling.

Intermediate Word 2010 – Module MWD

Following a brief revision, you will learn more advanced editing techniques in manipulating text and using margins and tabs, use Word's built in styles, set up tables, include and edit pictures in your documents.

Advanced Word 2010 – Module AWD

Here you learn how to create your own styles and more advanced formats for your documents/letters and tables, set up tables, include and edit pictures in your documents, create links from your document to other documents or items on the Web, create form letters.

Introduction to Excel 2010– Module EXL

Excel is an excellent application for day-to-day tasks such as, budgeting -learn how to create a basic spreadsheet, to keep track of your share trading and calculate brokerage fees or calculate your paint or wallpaper requirements. Excel is fun and relatively easy to learn.

Intermediate Excel 2010– Module MEX

Increase your Excel skills as you learn about headers/footers, portrait and landscape layouts, sorting your data, merging and formatting cells on your worksheet. Learn about charting, formulas and functions.

Advanced Excel 2010 – Module AEX

From here, you will learn more about formulas, relative and absolute addresses, sort, filter, subtotal, group, ungroup and conditional formatting to make your work even easier.

Typing – Module TYP

Want to use all 10 fingers? You are never old to learn some typing skills that can make it easier to answer your emails or create documents. This course uses the popular program, *Typequick*, which you can also use at home.

Digital Photography I – Module DP1

This course is an introduction to the manipulation of digital photographs. Learn how to transfer photographs from a digital camera to a computer, edit, highlight and crop, produce collages using Picasa3, basic printing, email photographs, and transferring photographs to a CD for printing, backing up or slide show presentation.

Digital Photography II – Module DP2

Learn how to download and install free imaging software, clean up and restore old photos, remove unwanted features from photos, change a dull sky to a bright sky, put yourself in the picture make a good photograph from two or more poor ones and generally have fun with your new skills.

Computer Security – Module CSC

Even if you think what you keep on the computer is not important, viruses, adware, spyware and other nasties can slow it down plus affect other computers. This module will introduce you into the following security software; Antivirus, Firewall Adware and Spyware. Learn how to install and operate free software.

Purchasing & Maintaining My Computer – Module PMC

Questions to ask; what are my needs, laptop or desktop computer, what kind of printer or scanner, Internet connection, what software, how do I connect them all? How do I keep my computer working; updates, System Restore, what do I do if it all crashes?

Questions & Answers – Module QAN + W7

If you are a more experienced user, or have attended some of our classes and are using your computer, you may well have some questions, or would like some help with something that you have discovered with your "newfound" knowledge. This is intended as a "refresher" where you ask the questions and we help you find the answers. Ask questions about Windows 7.