

# Computer-Related Courses Available in 2012



*Jane Gifford, WARKWORTH*

For more information frequently visit our website – [www.seniornetworkworth.org.nz](http://www.seniornetworkworth.org.nz)

This prospectus is intended to provide you with an overview of courses and talks available at our Learning Centre at 3 Matakana Road, Warkworth. Ph. 422 3728 for your inquiries regarding membership and courses, or you may need to leave a voice message asking for further information. We know that this wide range of topics will enable you to develop your skills and confidence when using your home computer; whether PC or Mac. It is subject to review and revision.

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## Background to Courses Available in 2012 at SeniorNet Warkworth Inc.

Welcome to computing. We believe computing should be fun. At *SeniorNet Warkworth Inc.* we offer a series of courses, learning modules and talks aimed at getting people to a high standard of *self-confidence, and competence* in the use of their home computer, whether PC or Apple Mac. We cannot possibly cover every computer program that has been produced but aim to give you the knowledge of the principles so that you will want to learn more, and in turn, possibly to share it with others. So, those programs we use are usually the most popular commonly available. Read the attached summary of our courses and talks very carefully as it states the program used for each course.

We aim to tutor most courses on a ratio of 2 to 1 (i.e. one tutor to two students), and we work in small groups with a minimum of 2 and a maximum of 8 students on the same subject (workshops and talks excepted), to allow questions and exchanges of experience and ideas. The workshop presenters, and volunteer tutors offer their services free, their only reward being to see others in their peer group advancing in this relatively new and very complex environment. We are indebted to them for this most generous gift of their personal time and their willingness to convey their knowledge to students in a patient, under-standing way. Our 'Membership Year' is January to December, and we have 5 Terms, each of 8 weeks (see Page 10). In turn, our days are further divided into three periods of 2 hours. Some courses can be taken as several 2-hour learning modules provided that you have the appropriate basic computer skills. So consider this option if you have missed an earlier lesson or wish to refresh your understanding of specific tasks.

There are no exams but we usually ask you to evaluate us so that we might improve. We want you to enjoy the experience of making mistakes and learning among others in a similar situation. Our courses are structured so that each lesson builds on the last, therefore out of respect to our volunteer tutors, once the enrolment is booked and confirmed the student is expected to **make a sincere effort to attend the classes** in order to gain the utmost learning experience. Missing a class makes it very difficult for your tutor. Manuals, disks, or talk notes usually accompany each lesson or course and make valuable reference material when at home. Repetition is the best way of retaining the knowledge gained so you will be expected to help yourself by repeating your last lesson at home as soon as possible afterwards. The manuals are protected by copyright and are only available to you as a member of *SeniorNet*. Keep our regular newsletters in your file as they contain many helpful computer hints and tips and list the many modules, workshops, and other learning opportunities and services scheduled for the impending term.

If you want to signify your interest in a course, please **call our Course Coordinator on Ph. 422 3728** during business hours and leave a voice message, if unattended. We will note your details for the first vacancy in our 5 Term year, and if you are new to *SeniorNet*, will forward you a Membership Application Form for your completion and prompt return. Membership is a requirement before applying for courses – it becomes your organisation.

We feel sure that you will enjoy the fun of being among others of your own age group, all intent on sharing the same learning challenge at our Learning Centre at 3 Matakana Road, Warkworth. We look forward to meeting you there on a future course, workshop, or social event.

*The Secretary,  
SeniorNet Warkworth Inc.*

If any of the Courses on the following pages are of interest please contact the Course Co-ordinator promptly to ensure that your name is included for the next scheduled opportunity. Depending on the availability of volunteer tutors some classes are restricted and fill quickly, while other classes need to build in numbers to a **minimum of 2 students on the same subject**. Plan ahead! The closing date for requests for places in the initial courses is around 10 days before the starting date for each term. Refer to the 2012 term dates on Page 10, and the term timetable included in each newsletter for your guidance and which may be altered by the Course Management team when establishing classes.

### **There are 4 main categories of courses:**

1. ***Getting Started:*** which introduces you to the computer and are “must know” for your *confidence*. Even if you have used a computer before, you must know one of these listed subjects.
2. ***Development of Basic Computer Skills;*** by learning some basic computer skills to build a skill base in essential areas, turning understanding and confidence into computer *competence*. Make sure that you are completely confident in Step 1 (above) before tackling this.
3. ***Organising Your Computer;*** which allows you to use your new skills in understanding how your computer is organised and what you can do to improve control. You can then fully participate in our 2-hour Learning Modules and weekly workshops which aim to further build your competence.
4. ***Follow Your Personal Interests with the other courses available;*** with the many courses which are still available in Steps 4 and 5 of this prospectus. Consult the Course Coordinator.

## The Critical Learning Path Summarised -

*Unlike some “free” courses now available, we want to ensure that your computer-learning experience at SeniorNet is rewarding. Accordingly, we would ask that you observe the need for a background in some recommended courses as below. In particular, is the need to be very confident in layout; understanding the organisation of files, folders, and disks; cut, copy, and paste; and drag and drop. Too often people who have used computers in a work environment wrongly believe that they fully understand how to use all of the thousands of available features.*

*Below, we have tried to demonstrate the building blocks that will make your learning experience worthwhile. Our advice is – don’t try to move ahead without fully understanding the basics, because you will quickly get ‘lost’. Start from the top (the absolute essentials) and plot the courses through following the relevant ‘building blocks’ that you feel will allow you to achieve your goals. Knowing these subjects then allows you to reach for the sky in those programs that coincide with your own interests.*

*A more detailed description of each course follows, but remember, we are here to help you so always ask the Course Coordinator or your tutor for advice as to the best courses to help you achieve your personal computer goal.*

*After all – while learning, it is also meant to be fun!*

1. Knowledge of one of these in each row is absolutely essential before advancing to the one below it –

Getting Started with your XP Computer	Getting Started with your Vista Computer	Getting Started with an Apple Mac Computer	Getting Started with a Windows 7 Computer
Basic Computer Skills Using Word 2003	Basic Computer Skills Using Word 2007	Basic Computer Skills Using Your Apple Mac	Basic Computer Skills Using Word 2010
Organising Your Windows XP Computer	Organising Your Vista Computer	Organising Your Apple Mac Computer	Organising Your Windows 7 Computer
Important First Steps in understanding Email	Intermediate Word Processing	Exploring the Amazing Internet	Digital Photography and Photo Editing

2. And to further strengthen your computer understanding -

2-hour modules on specific topics are continually being developed and will be much easier to follow after understanding Basic Computer Skills (above).

3. Here are some examples of subjects that require a sound understanding of the fundamentals and vary in length from 2-hour Learning Modules or Workshops to 8-lesson courses.

Making Presentations in PowerPoint	Digital Scrapbooking	Cloud Computing	Drawing & Publishing in Microsoft Word
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## **Step 1. Start learning from a sound Foundation:**

**1.1 Getting Started with Your XP Computer:** Whether self-taught or without any experience at all, once you have decided that you really would like to properly understand your computer, we urge you to take this 4 lesson course (each lesson 2 hours). This course starts from a base that you know very little about the working of your PC and uses the *Windows XP* Operating System and *WordPad* to get you started. We guarantee that you will learn new features every lesson even if you used a computer in your work situation.

*How Much?* \$25 Course Fee

**1.2 Getting Started with Your Windows Vista Computer:** Whether self-taught or without any experience at all, once you have decided that you really would like to properly understand your computer, we strongly urge you take this 4 lesson course (each lesson 2 hours). This course starts from a base that you know very little about the working of your PC and uses the *Windows Vista* Operating System and *WordPad* to get you started. We guarantee that you will learn new features every lesson even if you used a computer in your work situation.

*How Much?* \$25 Course Fee

**1.3 Getting Started with an Apple Mac Computer:** This 4-lesson course has recently been developed. We use *Snow Leopard 10.6* Operating System and *Pages* (or similar) as our main 'tools' to build your confidence and basic understanding when establishing your foundation. Even if you are self-taught or have used a computer at work on specialised functions you will still gain new skills every lesson. As a Mac user you will have a helpful tutor to guide you and to further develop your skills beyond this essential foundation course.

*How Much?* \$25 Course Fee

**1.4 Getting Started with a Windows 7 Computer:** This relatively new Operating System has many features similar to *Windows Vista* plus many more. This is an introduction course of 4-lessons, each of 2-hours, to get you started from the very beginning. You will also learn about *WordPad Version 6.1*, a word processor found on all *Win 7* computers. We always claim that even if you are self-taught you will learn about new features and methods in every lesson and our aim is to build your understanding and confidence to allow you to move to the next step of *Basic Computer Skills Using Word 2010*.

*How Much?* \$25 Course Fee

## **Step 2. Now, understanding Step 1, let's learn some basic skills:**

**2.5 Basic Computer Skills Using Word 2003:** This 8-lesson course in 2 parts is based on *Microsoft Word 2003*. *Word* is a program that is available as part of *Office 2003* and is the most used of all the word processing programs. We use it principally to get you to recognise the many computer tools available and because it has a very practical application to all other programs. It is designed to work best on your *Windows XP* computer. Your computer understanding will build with each lesson and will form a solid foundation for several other quite diverse uses of your home computer. Unless you have already had wide-ranging word processing experience, this course is absolutely essential. It is essential that you have a complete understanding of a 'Getting Started' course (above) before continuing on this course.

*How Much?* \$45 Course Fee

**2.6 Basic Computer Skills Using Word 2007:** This 8-lesson course in 2 parts is based on *Microsoft Word 2007* which is part of the *Office 2007* suite of programs, designed to go with *Windows Vista*. We use *Word* principally so that you recognise the many computer tools available and because it has a very practical application to all other programs. It is important that you first will have a complete understanding of and confidence in a 'Getting Started' course (above) before starting. Your further computer knowledge will build with each lesson and will then form a solid foundation for several other quite diverse uses of your home computer. Unless you have already had wide-ranging word processing experience, this course is absolutely essential.

*How Much?* \$45 Course Fee

**2.7 Basic Computer Skills Using Your Apple Mac:** This course of 4 x 2-hour lessons is based on the *Snow Leopard 10.6* or *Lion 10.7* Operating Systems and uses *Word for Mac Versions* 2008 or 2011 out of the *MS Office* suite. You will already be completely familiar with the details of the ‘*Getting Started with an Apple Mac*’ course (above). The intention of these lessons is to introduce you to many features and processes found within *Word* that you will commonly apply throughout most of your other *Mac* programs, and to build your confidence in using them. *How Much?* \$45 Course Fee

**2.8 Basic Computer Skills Using Word 2010:** This 8-lesson course in 2 parts is based on *Microsoft Word 2010* which is part of the *Office 2010* suite of programs, all written to go with *Windows 7*. We use *Word* principally to get you to recognise the many other computer tools available and because it has a very practical application to all other programs. It is important that you first will have already completed a ‘*Getting Started*’ course (above) before commencing this course. Your computer understanding will build with each lesson and will form a solid foundation for several other quite diverse uses of your home computer. Unless you have already had wide-ranging word processing experience in a recent program, this course is absolutely essential. *How Much?* \$45 Course Fee

### **Step 3. And Understand how to Effectively Organise your Computer ...**

**3.1 Organising Your Windows XP Computer:** This critical 4-lesson course takes you through a complete understanding of the essential organisation of your drives, files, and folders in *Windows XP* and how they relate to each other. We teach you how to save your work, transfer it to other drives, to create folders, rename, to copy and move them, understanding various important file ‘types’ and their properties, and a little on maintaining the file structure. This is all vitally important, particularly if you plan to use your computer for storing, processing, and sharing digital photographs. Sounds boring? It is entirely practical and puts you in complete charge of your computer. We recommend it as the next follow-on step after the *Basic Computer Skills* courses (Step 2 above) as it places you in a good position to confidently understand the many workshops and 2-hour modules that are available. *How Much?* \$25 Course Fee

**3.2 Organising Your Windows Vista Computer:** This critical 4-lesson course takes you through a complete and essential understanding of the organisation of your drives, files, and folders in your *Windows Vista* computer. We teach you how to save your work, transfer it to other drives, to create folders, rename, to copy and move them, understanding various file ‘types’ and their properties, and a little on maintaining the file structure. This very important course differs from the one above as it uses a completely different operating system. If you plan to use your computer for storing, processing, and sharing digital photographs or for scanning, this is an absolute ‘must do’. Sounds boring? It is entirely practical and puts you in complete charge of your computer. We recommend it as the next follow-on step after the *Basic Computer Skills* courses (Step 2 above) as it places you in a good position to confidently understand the many workshops and 2-hour modules that are available. *How Much?* \$25 Course Fee

**3.3 Organising Your Windows 7 Computer:** This practical 4-lesson course takes you through a complete and essential understanding of the organisation of your drives, files, and folders in your *Windows 7* computer. We teach you how to save your work, transfer it to other drives, to create folders, rename, to copy and move them, understanding various file ‘types’ and their properties, and a little on maintaining your computer and its file structure. This very important course differs from the ones above as it uses a different operating system with different results. If you plan to use your computer for storing, processing, and sharing digital photographs or scanning, this is an absolute ‘must do’. Sounds boring? It is entirely practical and puts you in complete charge of your computer. We recommend it as the next follow-on step after the *Basic Computer Skills* courses (Step 2 above) as it places you in a good position to confidently understand the many workshops and 2-hour modules that we have available. *How Much?* \$25 Course Fee

**3.4 Organising Your Apple Mac:** It is critically important to fully understand the structure of the drives, folders, and files in your Apple computer. Working with *Snow Leopard 10.6* we take you through saving your work and the options, transfer it to other drives, to create folders, rename files & folders, to copy and move them, understanding various file 'types' and their properties, and effectively maintaining your computer and its file structure. To gain most from this course, you will have a sound understanding of the lessons covered in *Basic Computer Skills Using Your Apple Mac* (above). After this course you will be able to confidently understand our Mac workshops, particularly those in *iPhoto* and *iMovie* where you work on storing, processing, and sharing photographs. It will put you confidently in charge of your *Apple Mac*.

*How Much?* \$25 Course Fee

## **Step 4. With this background you can now follow your interests -**

Provided that you have the right background knowledge as a prerequisite you will now gain much more satisfaction and understanding when attending our interesting workshops and modules. Several 2-hr Learning Modules have recently been developed to suit the latest available programs. And all workshops and modules planned for each term will be scheduled in our newsletter, and on our website. So you need to watch for these in order to make an informed decision before registering to attend.

**4.1 Two-hour Learning Modules:** These are on specific topics and each is in 4 parts that allow full hands-on participation with notes and under the guidance of a tutor. For planning purposes to ensure availability of adequate tutors and teaching material we need to know of your intention to attend by asking you to **register at least 24 hours ahead** of the scheduled start of each class. Simply phone the **Course Coordinator on Ph.422 3728** or leave a voice-mail message. Each workshop or 2-hour module will cost \$5.00 payable at the lesson on the day. You can also book several weeks ahead once you have seen the list in our bi-monthly newsletter, in the weekly email, or on our website. Numbers at each class are restricted to the available teaching computers. Here are a few examples of the subjects that you can expect –

Simplify Your Word with Building Blocks & Quick Parts  
Making Use of Email in 'Free' Webmail  
Making a Folded Greeting Card from A4 Using Word  
Using Graphics to Make Amazing Word Documents  
Handy Headers & Footers in Word  
Exploring the Exciting Internet with Internet Explorer 9  
Jazzing-up Your Word Documents  
Organise Your Photographs in Windows Live Photo Gallery  
Cloud Computing Using Windows Live SkyDrive  
Easy Mail Merge in Word Saves Time  
Getting Started in Email Using Windows Live Mail 2011  
More Useful Features in Windows Live Mail (V 2011)  
Using the Versatile New Paint in Windows 7  
Stunning Slide Shows with PhotoStory 3 – Basic Features  
Even Better Slide Shows with PhotoStory 3 – Advanced  
Personalise Your Word Letters Using Pictures  
Using References in Your Word Document  
Making Use of the Review Tab in Word  
The Clever Use of Shapes in Word Documents  
Creating a Useful Table of Contents  
Working With Useful Tables in Word  
A Taste of the Magic of Excel

**4.2 Many of Our 8-week Courses will still be available.** The popularity of many of the long 8-week courses is waning and these will be gradually replaced by the 2-hour specific topic modules (above) throughout 2012. So if you need any of the following 8-week courses please contact the Course Coordinator who can advise when the complete course can be timetabled. All 8-week courses are \$45.00 payable when booked and confirmed. Courses are as follows .....

- (a) Word Processing Level 2, Using Word 2002/3
- (b) Intermediate Word Processing Using Word 2007
- (c) Intermediate Word Processing Using Word 2010
- (d) Advanced Word Processing in Word 2002/3
- (e) Advanced Word Processing in Word 2007
- (f) Excel for Seniors Using Excel 2003
- (g) Excel for Seniors Using Excel 2007
- (h) Introducing PowerPoint Using PowerPoint 2003
- (i) Introducing PowerPoint Using PowerPoint 2007
- (j) Photo Editing in Adobe Elements comprised of 4 groups, each of 2 lessons
- (k) Drawing & Publishing in Word 2007
- (l) Spreadsheets From Works 7

**4.3 Our Monday Workshops.** These are held most Monday afternoons at 2.30 p.m. They are 2-hours long and vary considerably in structure according to the topic. Some require your active participation, while some others are tutorials. And of course, questions are always welcome. Generally, they differ from the teaching modules because they introduce topics outside our normal teaching curriculum on subjects as varied as the latest developments through to regular computer housekeeping and troubleshooting. All financial members are entitled to attend by wearing their membership badge as proof of membership (your name badge is also your membership subscription receipt). Sometimes numbers of attendees are limited because some subjects are very popular. You are advised to regularly look at the list of topics using your email link to our website and to register with the Course Coordinator without delay, up to 24 hours before the start of the workshop (i.e. before 3 p.m. on the Sunday immediately preceding the Monday Afternoon Workshop). The cost is \$5.00, payable at the workshop on the day.

**4.4 Help Clinics.** This is a service offered to our members free of charge to allow them to find answers to either technical computer matters, or practical problems with any of the modules, courses, or workshops. PC owners are encouraged to contact Keith on Ph.425 4663, or Mac owners contact Mel on Ph.422 2605 or by email, stating your problem so that they can obtain the best answers for you before you attend the regularly scheduled Help Clinic. That doesn't exclude you turning up on the day with your problem or laptop. It is a valuable service supported by tutors, administrators, and technical staff that has saved many of our members their annual subscription many times over. All members are encouraged to use this money-saving facility before engaging a service technician.

## ***5. Use your PC in pursuit of your personal interests (examples):***

**5.1 Digital Photography:** This is a comprehensive 4 week course on photography, digital cameras and their many features held once each year, but each separate topic within the full course is also held as a regular 2-hour Digital Photography teaching module, or Monday Workshop. We cover topics such as - what is digital photography? How does it differ from film? Understanding your camera functions. Learn the interface between your camera and your home PC; creating and managing picture files; printing; editing. You will get the most from these modules or workshops having first completed at least one full course on Basic Computer Skills, and effectively Organising Your Computer. We have practical exercises each time, firstly in still photography - understanding your own camera; focus, balance, composition, flash, lighting, colour, and downloading into your computer for storing the images, file types, sizes, and saving. Then we make and save slide shows and albums. We also take you through the improved video function now common within most digital 'still' cameras; and how to make up a short DVD movie by editing and rendering using various programs to teach the **principles**. You will receive close tuition and complete notes for later reference.

*How Much?* Full 4-Week Course Fee \$25

**5.2 Advanced Photo Editing Using Adobe Photoshop Elements:** This subject ties in well with our other courses and workshops on Digital Photography, Scanning, CD Burning, and Organising Your

Computer. Because of the wide range of photo editing programs now available we focus mainly on the most popular features in *Adobe Photoshop Elements*, to impart the **principles** that also apply to most others. We look at scaling and resizing, cropping, cloning, layers, filters, sharpening, and many other points. You will need adaptability and to have a sound understanding of your home computer, particularly in managing files and folders, which is essential. Into 2012 we intend to progressively be taking specific Photoshop functions and offering them as 2-hour learning modules. Keep an eye on the e-letters and timetables for details.

## 6. *Are You an Apple Mac User?*

**6.1 I have an Apple Mac, what help is there for me?** In 2010 a Mac Users' Group was formed at SeniorNet Warkworth in response to the many Mac owners who need help and advice. Information regarding membership of this group is available through our Course Coordinator. There are regular courses, 2-hour workshops, and presentations on several features unique to Apple computers, as well as technical advice and assistance at our monthly Mac Help Clinic. Generally, workshops are founded on *Snow Leopard 10.6* or *Lion 10.7* and we have skilled tutors who will also tutor classes using a hands-on approach. These 4-lesson classes cover some of the following courses – *Getting Started with Your Apple Mac Computer*, followed by *Essential Basic Computer Skills Using Your Mac*, and *Organising Your Apple Mac Effectively*. Watch closely for new developments in our newsletter and on our website. Meanwhile, several of our Monday Workshops are on topics that are of interest to Mac users, as well as those with PCs.

### *Public Holiday.*

Don't forget that our regular 2-hour Help Clinics are also available if you want to brush-up on a lesson or a part-lesson from an earlier course. Or you may wish to redo a complete 4 or 8-week course by contacting the Course Coordinator for a special concession.

**Holidays:** We often tutor on a Public Holiday unless your tutor has made alternative arrangements with you, so please check with your tutor and make mutually acceptable arrangements before an impending public holiday when they intrude into your normal learning week.

### *Where to from here?*

New talks and courses are being continually developed, and older ones revised, or discontinued, as products and demand change. Those mentioned above are the courses currently available. Our continually updated website bulletins, regular bi-monthly newsletter, and weekly e-letters (make sure we have your email address) will keep members informed of proposed talks or courses, as well as helpful hints. All of which makes membership worthwhile - **we learn from each other**. And your volunteer tutor is a mine of information and help.

You will be asked to complete an enrolment form, or sign an attendance register when undertaking a course or workshop. You must already be a member before starting your course or using any of our services. Membership provides you with help with your computer or learning, and through the Federation of New Zealand SeniorNet Societies website you have the ability to purchase several software packages and computer-related items at discounted prices. This costs you no more to use and only one purchase can potentially save your annual membership subscription; which endorses the fact that membership is very worthwhile, and extends beyond the initial learning process. Although we provide members with several free programs on our Training Disk, as a matter of policy, *SeniorNet Warkworth* does not provide its members with, or condone the use of "pirated" or unregistered software.

Frequently visit our website - [www.seniornetwarkworth.org.nz](http://www.seniornetwarkworth.org.nz). Bookmark it; you will find updates on the newsletter, past copies, and other useful information about us including links to other useful sites, and names and phone numbers of your volunteer tutors. This same information is provided in the first few pages of your Student Folder. If you have any questions at all – just ask! We are here to help.

Observe the prerequisites for each course, book in plenty of time, and note that each volunteer tutor requires a **minimum of 2 students together, for any one course, workshop, or 2-hour teaching module**. Call the Course Management team on **Ph. 422 3728** to book a place, as tutors or other members are unable to request a place on your behalf. Before calling though, consider the following -

Because of the many variations that can occur when operating systems and programs are mixed, when seeking advice about computer training it is most helpful if you can identify the main features of your computer. You may need to ask a "computer-literate" friend or family member to gather this information for you, or you can ask your

tutor or our Course Coordinator for guidance on where to find important computer information. You are encouraged to get to know about your own PC. Then you are able to help us to help you into the correct path of courses depending on what you already have, and what you expect to achieve.

Whether a new-comer or self-taught, our aim at *SeniorNet* is to make you feel both confident and competent by sharing our knowledge with you, and to show you in a relaxed environment how to make mistakes, laugh, and experiment, in order to learn. Then you will truly **enjoy** discovering your new-found interest.

Allow us to keep in touch through our weekly e-letter to remind you of the activities in the coming week. This includes social occasions, as an active Social Convenor is arranging regular activities for your enjoyment. Many good friendships have been made through meetings at *SeniorNet Warkworth* where many hundreds of senior local residents have discovered the joy of the proper use of home computers in this new and fast-changing age of Information Technology. For continually updated information regularly visit our website – [www.seniornetwarkworth.org.nz](http://www.seniornetwarkworth.org.nz)

We are indebted to, our tutors for volunteering to share that most valuable resource, their personal time for free just to see you make gains into a new and often complex technical area; our manual writers who undertake the huge task of putting course material together; our workshop presenters and module tutors for the many hours that they contribute through preparation; and the members of our Executive Committee who keep the administrative wheels continually in motion in the background; all of this to ensure that you learn.

**Finally, an important note for your guidance on the software programs used by us –**

In these notes and on the cover of our manuals we usually state the program and version used by us when making up a course. It is expected that members will be aware of the type and version of software program used at our Learning Centre on any course being contemplated. Obviously, we need to work with one particular program, or specified group of programs, for each course in order to impart the **principles** and to have a useful reference. The program chosen by us is usually the most popular and widely available, not necessarily "the best", the latest, or the most expensive. Your volunteer tutor is able to show you how you can access critical information on your home computer which, in turn, will allow us to help you. Don't hesitate to ask your tutor for this help. After gaining computer-confidence in the first few courses of our structured training programme there is an expectation that a more experienced student will be able to grasp **principles** and to adapt them to their own program on their home computer, if it is different.

***Our 2012 Year*** is in 5 terms of 8 weeks each, as follows -

Term 1 starts February 7 and finishes on March 30\*

Term 2 starts April 10 and finishes on June 1\*

Term 3 starts June 11 and finishes on August 3

Term 4 starts August 13 and finishes on October 5

Term 5 starts October 15 and finishes on December 7

(\* These terms start on a Tuesday because of a public holiday.)

**Your Contact:** For more information about SeniorNet Membership, to ask about a course, to request a place on a course, or to book a place on a learning module or workshop, contact our **Course Coordinator on Ph. 422 3728** during normal business hours. Always leave a message if the phone is unattended and the Course Coordinator will return your call.



## **SENIORNET WARKWORTH ACTIVITIES IN 2012**

January 2012	12	Term 1 Newsletter this week
	19	12.00 a.m. Review Panel meets
	19	2.30 p.m. Term 1 Open Day
	24	2.30 p.m. Committee Meeting
	30	Maintenance Week
February 2012	7	<b>Term 1 Starts</b> (Tuesday)
	7	2.30 p.m. Term 1 Tutor Meeting
	8	2.30 p.m. PC Help Clinic
	14	2.30 p.m. Review Panel meets
	17	10.00 a.m. Annual General Meeting
	21	2.30 p.m. Committee Meeting
March 2012	6	2.30 p.m. T 1 Tutor Training
	6	Term 2 Newsletter this week
	13	2.30 p.m. PC Help Clinic
	16	2.30 p.m. Review Panel Meets
	20	2.30 p.m. Term 2 Open Day
	27	2.30 p.m. Committee Meeting
	30	<b>Term 1 Ends</b>
April 2012	2	Maintenance Week
	10	<b>Term 2 Starts</b> (Tuesday)
	10	2.30 p.m. Term 2 Tutor Meeting
	17	2.30 p.m. PC Help Clinic
	24	2.30 p.m. Review Panel meets
May 2012	1	2.30 p.m. Committee Meeting
	8	2.30 p.m.T2 Tutor Training
	14	Term 3 Newsletter this week
	15	2.30 p.m. PC Help Clinic
	22	2.30 p.m. Term 3 Open Day
	25	2.30 p.m. Review Panel Meets
	29	2.30 p.m. Committee Meeting
June 2012	1	<b>Term 2 Ends</b>
	5	Maintenance Week
	11	<b>Term 3 Starts</b>
	12	2.30 p.m. Term 3 Tutor Meeting
	19	2.30 p.m. PC Help Clinic
	22	2.30 p.m. Review Panel Meets

June 2012	26	2.30 p.m. Committee Meeting
July 2012	3	2.30 p.m. Tutor Training
	9	Term 4 Newsletter this week
	10	2.30 p.m. PC Help Clinic
	17	2.30 p.m. Review Panel meets
	24	2.30 p.m. Term 4 Open Day
	31	2.30 p.m. Committee Meeting
August 2012	3	<b>Term 3 Ends</b>
	6	Maintenance Week
	13	<b>Term 4 Starts</b>
	14	2.30 p.m. Term 4 Tutor Meeting
	17	2.30 p.m. Review Panel meets
	21	2.30 p.m. PC Help Clinic
	28	2.30 p.m. Committee Meeting
September 2012	4	2.30 p.m. Tutor Training
	10	Term 5 Newsletter this week
	11	2.30 p.m. PC Help Clinic
	18	2.30 p.m. Review Panel meets
	25	2.30 p.m. Term 5 Open Day
October 2012	2	2.30 p.m. Committee Meeting
	5	<b>Term 4 Ends</b>
	8	Maintenance Week
	15	<b>Term 5 Starts</b>
	16	2.30 p.m. Term 5 Tutor Meeting
	19	2.30 p.m. Review Panel meets
	23	2.30 p.m. PC Help Clinic
	26	All-Day Christmas Workshops
	30	2.30p.m. Committee Meeting
November 2012	5	Xmas Newsletter this week
	6	2.30 p.m. Tutor Training
	13	2.30 p.m. Review Panel meets
	20	2.30 p.m. PC Help Clinic
	23	Members Xmas Luncheon
	27	2.30 p.m. Committee Meeting
December 2012	7	<b>Term 5 Ends</b>

Embrace changing Information Technology with confidence by regularly attending our weekly 2-hour workshops and Learning Modules on a variety of developing IT-related topics. Seek help with any computer-related problems at our regular Help Clinics. Look for the timetable in our term newsletter, the weekly reminders through the emailed e-letters, and on our website.