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## **Information 2009 (revised January 2009)**

### **Look on our website for the latest events information**

SeniorNet Wellington Inc is an incorporated society of people aged 55 and over. It has a membership of over 900. In New Zealand there are around 100 groups with a total membership of about 20,000.

It aims to give older adults the opportunity to learn skills that will enable them to contribute their knowledge and wisdom to society. As well it offers a means for seniors to communicate with family and take advantage of the knowledge and facilities the Internet offers. The difference between SeniorNet and other teaching institutions is that SeniorNet learning courses are designed for the older age group. Classes are restricted to five people and there is usually a mix of men and women. Each person has a computer to work on and gets an easy to understand training manual to take home for practice and revision. Classes have two tutors to provide personal tuition. As all tutors have been through the courses themselves, they understand their student's questions or concerns. Classes are two hours long, on a set day each week, with a tea or coffee break at half time.

Anyone 55 years or over can join SeniorNet. Prior skills or the ability to type are not necessary as the learning programs start at a basic level. Many new members are nervous with no knowledge of computers. As new members gain confidence and increase their skills, SeniorNet helps them to achieve their personal goals. Tutors try hard to ensure they provide an enjoyable friendly and relaxed learning environment in helping them achieve their personal goals. They can learn things like emailing, using the Internet, writing their family history, making Greeting Cards, repairing and reproducing old photos, using a digital camera, checking home finances, letter writing or compiling a newsletter for a local interest group, golf club, or bowling club. As a bonus, members make new friends and enjoy the social contact with their parallel students. A Newsletter is circulated to members four times a year. The following discussion groups meet monthly (except Q&A which meets twice monthly) to share knowledge and help with problems:

**Q & A** - Question and Answer Group-If you want to know more about computers.

**COG** - Computer Owners' Group-For more advanced members. A monthly information sheet is available to members for \$10.00 yearly.

**DIGCAM** - For members interested in Digital Cameras.

### **WRITING & PUBLISHING**

Also

**WORKSHOPS** on subjects of interest (for example antivirus, converting LPs and audio cassettes to CD, downloading, freeware, blogging, texting, TradeMe, templates, typography and computer maintenance) are held periodically.

## The Courses

SeniorNet Wellington uses IBM compatible computers. One teaching room has Windows XP installed as the operating system; the other has Vista, so members can learn on computers compatible with their own operating system. Most our courses use the Windows XP operating system but we are offering some courses using Vista, This includes Introduction to Computers, Basic and Intermediate Word Processing and Email and Internet. During 2008 we are phasing in more classes using Vista

### The Courses available are:

**Introduction to Computers** – 4 sessions.

**Basic Word Processing (BWP)** – 8 sessions (**using Word**)

**First Step in E-mail** – 1 session (**Outlook Express v7**)

*For the following courses, Basic Word Processing is recommended as a prerequisite:*

**Intermediate Word Processing (IWP)** – 8 sessions

**Advanced Word Processing (AWP)** – 8 sessions (**IWP a recommended prerequisite**)

**Genealogy** – 4 sessions (**Personal Ancestral File 5.2**)

**Database** – 8 sessions (**Microsoft Works**)

**Excel (Spreadsheets)** – 8 sessions (**MS Office Excel 2002/3**)

**Email & Internet** – 8 sessions, of E-mail (4) and Internet (4), taken separately (**Windows Mail and Internet Explorer v7**)

**Drawing & Publishing in Word** – 8 sessions (**using Microsoft Word 2002/2003**).

**Introduction to Microsoft Paint** – 4 sessions (**Microsoft Paint**)

**Managing Files & Folders (with Windows XP or Windows Vista)** – 4 sessions

**PowerPoint - Introduction (version 2002/3)** – 4 sessions

**Power Point – Special Effects (version 2002/3)** – 4 sessions

**Making Small Booklets** – 4 sessions

**Digital camera** – 4 sessions (**free FastStone Viewer**)

**Photo & Image Editing** – 2 sessions (**free PhotoPlus 6**)

**Greeting Cards** – 2 sessions

**Revision of Word Processing** – 2 sessions (**Word 2002/2003**).

**Gift Tags** – 2 sessions

**Email Enhancement** – 1 session

**Java Script** – 1 session

Course details are on pages 4 – 7

**Fees:**

8 session courses	\$55.00 per course
4 session courses	\$30.00 per course
2 session courses	\$15.00 per course
1 session courses	\$ 8.00 per course

**Class Times:**

Course sessions are held Monday to Friday from 9.45 am to 11.45 am, 12.00 noon to 2.00 pm and 2.15 pm to 4.15 pm. Every effort is made to place members in courses at times that are suitable to them.

**Enrolment for courses or membership:**

Use the application form enclosed. Application forms are also attached to the Newsletter or may be obtained from the Learning Centre or downloaded from our Web Site. Members will be advised of their placement in a class prior to the starting date.

**Practice Sessions:**

Computers are available at the Centre when they are not required for courses. An official practice session with a tutor present is held every Monday from 12 noon to 2 pm during term time. The fee is \$2.00 per hour, payable to the tutor on duty.

**Tutors:**

Tutors are recruited from the ranks of the members, so do not be surprised if you are asked to become a tutor. Acceptance is entirely voluntary. New tutors are always appointed as assistant tutors in a course that they have completed. Tutors' clinics are held before the start of each term. These meetings cover training, new programs and other items of interest to tutors. Periodic tutors' training sessions are held as needed.

**The Office:**

We have an office in Anvil House (see back page). It is open from 10.00 am until 12 noon on week days. At other times inquiries are taken on an answer phone. All messages will be answered. The phone number is (04) 473 1510.

## Course Details

### **Introduction to Computers, with either XP or Vista operating systems (4 weeks)**

This course assumes no prior knowledge of computing. It aims to teach basic computing concepts and skills. Skills like starting the computer and shutting it down, how to operate the mouse, learning the use of various keys on the keyboard, how to use a simple word processing program (WordPad) and editing techniques, setting up the computer for printing documents, organising and changing the appearance of the screen, using computer disks, programs and applications.

### **Basic Word Processing, with either XP or Vista operating systems (8 weeks)**

This basic word processing course covers the skills used in practically all other programmes and is necessary for any other courses you intend to take at the centre. You will learn how to insert and delete text, how to cope with margins, line spacing and aligning text, how to correct spelling mistakes and autocorrect. Learn how to open and save dialogue windows, find a lost file, use bullets and numbering, borders and shadings, creating folders and other useful tools.

### **Intermediate Word Processing (8 weeks)**

This course builds on the skills that you have already learned in Basic Word Processing, and includes headers and footers, tab stops and alignments, numbering and bulleting, inserting and formatting pictures, transfer of data from Word to Spreadsheets and vice versa, multi columns, text boxes, WordArt and many other useful skills.

### **Advanced Word Processing (8 weeks)**

This course is for those who have completed the Intermediate Word Processing Course and are interested in furthering their skills. Would you like to write a series of stories for your grand children or write a family history? Or maybe you have a lengthy document to write with several sections. The course will show you how to divide your work into sections (chapters), add footnotes or endnotes and cross references, create a Table of Contents and an Index, use Personalised names, Envelopes and Labels, customise toolbars and many other skills.

### **Email and/or Internet (8 weeks)**

In this course you will learn to become more confident and proficient when sending and receiving emails, and also learn skills that will help with using the Internet more effectively. Skills you will learn include how your computer is connected to the ISP for email and the internet, the use of Passwords, how to access settings on your own computer to best suit your own needs, details about the Inbox, Outbox, Sent Items box, Deleted Items, and Drafts box, the address book or contact list and how to use them, including group mailings, how to store and preserve addresses, inserting text and pictures into messages, attaching files such as text, photographs etc. You will be given an overview of the internet, shown how to save and use Favourites (pages you may wish to access frequently), how to save pictures or other parts of a web page, the use of Search Engines and how to best get results, using the Web to access your email from any location, free web-based email accounts and much more.

### **Drawing & Publishing with Word (8 weeks)**

It is recommended that you have completed "Basic Word Processing" and "Managing Files and Folders" before considering this course. It will show you how to produce items that are interesting to create and of practical use, e.g. Posters, Pamphlets, Christmas Cards, Special Tables and a great deal more. Some of the skills you will learn are how to do Drop Capitals, make columns, access and use the Word Art Toolbar, Fill and Line Colours, how to Free Rotate, Text Wrapping, Vertical Text, Cropping, Text Boxes, the Picture Toolbar, Transparent Colour, make Lines, Arrows, Rectangles and Ovals, Clipart, Grouping and Ungrouping and much more.

### **Excel Spreadsheets (8 weeks)**

This course introduces you to Excel and provides an interesting guide to its wide variety of uses. A spreadsheet can be used to do almost anything to a collection of data from calculating and analysing personal and business accounts to storing and sorting lists of addresses and personal property. It is recommended that you have completed Managing Files and Folders, before considering this course.

It is not necessary to have any knowledge of Maths; it's for anyone interested in formation, layout and creation of tables, keeping track of their finances, mortgages, investments etc. This course shows you how to turn these problems into answers. We will show you how to work out your car running cost, list your possessions with their location and value for insurance reasons, make instant currency conversions, see if you can save money by altering your mortgage repayments, create graphs of almost any form, sort and extract data and let the computer do your percentages for you. These problems and many, many more can be readily dealt with by Spreadsheet programs, of which Microsoft Excel is a leader.

#### **Database (8 weeks)**

This course is for those interested in keeping a database of information in such a way that they can easily extract just the information required, in the desired format. It is recommended that you have completed the following courses, "Basic Word Processing" and "Managing Files and Folders", before considering this. We all use address lists whether they are directly obtained from the phone book or personalized for our own use. These lists are databases and can be extended to hold more information than just phone numbers. This course covers different possible designs, different methods of entering and editing information, and extracting information (the ultimate purpose of a database). This is done in a variety of ways allowing the operator to produce reports in a variety of format using some or all of the data stored in the database. A database is never complete; it may have more information added from time to time and information no longer required can be deleted.

#### **Managing Files and Folders with Windows XP or Windows Vista (4 weeks)**

It is recommended that you have completed Basic Word Processing before attempting this course; it uses **either** Windows XP or Vista as the computer operating system. This course helps you organise all those files on your computer so you know where to find them, no more problems of "lost" files. The skills you will develop are folder navigation and finding a particular file or folder, creating a new folder or a new folder structure, moving and copying files and folders, opening, saving, deleting, and renaming of files, using the recycle bin, compressing (zipping files), freeing up memory, defragmenting disks and other useful items of information. **It is strongly recommended** you complete this course before doing many of our other courses.

#### **Using a Digital Camera (4 weeks)**

This course shows how a digital camera can be used and how the various options operate. It is not camera specific as there are too many variables in the way you access the various functions. During the 1<sup>st</sup> two weeks of the course some of the topics covered are Digital and Conventional camera differences, pixels and resolution, optical and digital zooming, taking photos, Exposure Value (EV), aperture and depth of field and image size of print. During the second half of the course you will be shown how to enhance and alter photos either those taken on a Digital Camera, or those that have been scanned. The course uses the free, easy to understand FastStone Viewer application (provided on CD to all participants). It is recommended that you have completed Managing Files and Folders, before taking this course. You will learn how to manipulate the size of images and email them, to adjust colours, contrast and brightness, to crop a photograph, to add a frame and text to a picture, to select and operate on all or just a part of an image, and much more. For this course you will need a good general knowledge of working with computers.

#### **Introduction to Microsoft Paint (4 weeks)**

The Paint program is included with all versions of windows. Do you want to be able to use Clip Art, to make your own visiting card? Perhaps design your own Logo and then make your own Letterhead, and Graphical Design. It is a useful tool for retouching digital photos or digital files (derived from scanning), also if you are interested in retouching or 'manipulating' graphic files (photos, scans etc).

#### **Making Small Booklets (4 weeks)**

A5 sized booklets are a convenient size for many small projects and can be simply made by stapling and folding the common A4 sized sheets of paper. This course will provide ideas and suggestions on how you can make such booklets, using the *Word* WP programme. It is recommended that you have completed "Basic Word Processing" and "Managing Files and Folders", before considering this course. You will learn how to make the simplest booklet (one folded A4 sheet) 'on the fly', the choice of a cover, how to staple & fold the A4 pages to create the booklet, making many printer passes to build up a complete booklet, using Word's formula fields to automatically print out the correct page numbers and trimming the booklet to get the page shape you require.

Although the course notes are designed around a particular 'class room' text, pupils are encouraged to work on their own booklet project(s) at home and to discuss and receive help during their class time.

### **Genealogy Records Management (4 weeks)**

The purpose of the course is to assist members to use a genealogy computer programme to record and store their Family History. The course is not designed to instruct members in the study of genealogy or in the methods of researching but suggestions, problems, questions etc are discussed. The course uses PAF –Personal Ancestral File- version 5.2 which is available as a free download from the LDS Family Search Website. If members already have information recorded in another programme it is very easy to transfer it to the PAF programme. Members will explore the programme, its facilities for recording data and the sources of data, note preparation, and the backing up of your own personal family data.

### **Power Point – Introduction (4 weeks)**

If you have Power Point 2003 installed on your computer, in the course you will learn how to make your first presentation, adding backgrounds, borders and text, transition effects, creating an album and writing it to a CD, special layouts, layering of objects, the slide master, action buttons and writing on slides.

### **Power Point – Special Effects (4 weeks)**

When you have completed the Introduction course, you can move on to the special effects course which deals with custom animations, incorporating sound and music, links, hyperlinks and triggers, creating a menu controlled presentation, screen tips, speaker notes and notes pages, printing hand – outs and how to incorporate a presentation into a stand – alone executable file.

### **Photo & Image Editing (2 weeks)**

The aim of this course is to show you how to enhance and alter photos either those taken on a Digital Camera, or those that have been scanned. The course uses the free, easy to understand Serif PhotoPlus 6 programme (provided on CD to all participants). It is recommended that you have completed Managing Files and Folders, before taking this course. You will learn how to manipulate the size of images (useful for emailing), be able to select and operate on all or just a part of an image, know how to use layers and masks to produce composite (made up) photos and images (hands-on exercises are included), be able to remove those unwanted spots and scratches, or add text to a picture, know how to insert cut-outs from one photo into another and much more.

### **Making Gift Tags (2 weeks)**

This short fun course of two lessons, demonstrates some of the powerful tools provided with Microsoft Word beyond that of producing text. It uses the Drawing toolbar to produce personalised gift tags. The course also provides the basis for creating different types of cards, leaflets and other stationery items. It is recommended that you have completed Basic Word Processing and Managing Files and Folders, before considering this. Among other skills, this course shows you how to calibrate a page using a grid, insert, colour and manipulate a shape to provide the base for the tag, add pictures, format and manipulate pictures, insert a text box, group objects together to make a single item, create a reverse side of the tag to match the front and add final borders to the cards.

### **Creating a Greetings Card (2 weeks)**

This course shows you how to prepare exciting Xmas, Birthday, Anniversary, Easter, or that Special Occasion Card. It is recommended that you have completed Intermediate Word Processing and Managing Files and Folders, before considering this. You will learn how to add pictures of your choice, and add a border if you wish.

### **Revision of Basic Word Processing (2 weeks)**

This course is a revision of your word processing skills for those wishing to gain a better understanding of manipulating Windows XP and update their word processing skills at the same time. The course covers file management, replacing text, formatting, copying and pasting between applications, email, use of the Format Painter tool and searching in XP.

### **First Steps in Email (1 week)**

To do this course you need to have at least completed the course 'Introduction to Computers'. You will learn among other things, about opening Outlook Express, creating a mail window, composing an email, using the Address Book, writing messages, using 'Cc' and 'Bcc', receiving, replying to, and saving mail, as well as

discussing 'Internet Service Providers', 'Modems', 'User Name' and use of password. This is a very basic course teaching you how to compose an email, send and receive new mail, replying, using 'Cc' and 'Bcc', and E-mail addresses.

### **Email Enhancements (1 week)**

You need to have completed the E-mail and Internet Course before doing this course. This two hour session shows you how to insert both static and animated images into your messages. You will learn how to place these in your emails, as well as how to embed music in an email, learn where to find "Stationery" files on the Internet and how to install them on your computer and find out how to change the background in an email.

### **Using Java Script In Email (1 week)**

You need to have completed the Email Enhancement Course before doing this course. This is for those with a good knowledge of creating emails who wish to add a bit of "fun". It will give you additional techniques to add an even greater variety of effects to your email messages. Learn the technique to write a simple script and incorporate it in your emails, how to adjust the settings in your Outlook Express to ensure correct viewing of messages by the recipients and gain an overview of how Java Script can be altered to display your own wording, using the examples on the data disk you will be provided with.

## **Would You Like To Join SeniorNet Wellington?**

Anyone aged 55 and over may become a member.

The annual subscription fee is \$20.00.

An application form is enclosed. Additional forms are available from:

*The Secretary*, SeniorNet, PO Box 10 364, Wellington,

*or from our web site:* [seniornetwgtn.blogspot.com](http://seniornetwgtn.blogspot.com)

*or from the office* at Level 1, Anvil House 138-140 Wakefield St.

(full details next page).

## TERM DATES FOR 2009

**For the most up to date course and events information refer to the latest newsletter.**

**Term 1/2009** Monday 9 February – Friday 3 April

**Term 2/2009** Monday 4 May – Monday 29 June\*

**Term3/2009** Monday 27 July – Friday 18 September

**Term 4/2009** Monday 12 October – Monday 7 December\*

When a public holiday falls on a Monday\* during a course, the last lesson of the course, is held on the Monday of the week following the end of term.

## Where are We?

<b>Learning Centre &amp; Office:</b>  <b>Level 1, Anvil House, 138-140 Wakefield St, Wellington.</b>	<b>Postal Address:</b>  <b>PO Box 10-364, Wellington</b>  <b>Telephone: 04-473 1510 Web site: <a href="http://seniornetwgtn.blogspot.com">seniornetwgtn.blogspot.com</a> E-mail: <a href="mailto:seniornet.wgtn@gmail.com">seniornet.wgtn@gmail.com</a></b>
<b>WAIVER</b>  <b>From time to time some of our members voluntarily give help and advice to other members on matters relating to computers and associated equipment. This help or advice is taken solely at the recipient's risk and imposes no responsibility or liability of any kind, either on those providing such help or advice, or on SeniorNet Wellington.</b>	