

# Beginners Computing

## INTRODUCTION

This is a programme of modules designed to give a good introduction to various aspects of using computers. It consists of a series of modules so members can choose, which aspects of computing they need help with. Some modules will consist of two sessions one week apart, with homework so that key aspects can be practiced. All those who sign up need to attend the first session so the tutors can assess which teaching groups members will join and what will need to be covered in the course.

All sessions take place on Saturday mornings at 27-28 Bridge St. 10:00 to 12:30

We will be using three rooms and members will be grouped according to level of experience.

The U3AC will provide Windows laptops (fee of £1 per session, 6 places) but we recommend that if you have your own laptop we suggest you bring it for the course (7 places).

## Programme

14<sup>th</sup> Jan - Introduction and Assessment – Lead Tutor Jeremy Clare

For everyone wishing to attend any of the modules. A series of 45 minute sessions to introduce the course and assess which group they should join.

1<sup>st</sup> Session 10:00 – 10:45; 2<sup>nd</sup> session 10:50 -11:35; 3<sup>rd</sup> Session 11:40 -12 25

28<sup>th</sup> Jan – Using email Session 1 Lead Tutor Hilary Jackson

4<sup>th</sup> Feb – Using email Session 2 Lead Tutor Hilary Jackson

11<sup>th</sup> Feb - Word processing and using spreadsheets – Lead Tutor Jeremy Clare

25<sup>th</sup> Feb – Using the Internet Session 1 Lead Tutor Gail Wynne-Jones

3<sup>rd</sup> Mar – Using the Internet Session 2 Lead Tutor Gail Wynne-Jones

10<sup>th</sup> Mar - Making the most of your Mac (Tutor will supply 2 laptops) Lead Tutor Jeremy Clare (only 5 students 3 with, 2 without own machine)