
McMAHONS POINT COMPUTER EDUCATION UNIT

McMahons Point Community Centre, 165 Blues Point Road, 350 metres from North Sydney Station and several bus routes. Buses: 265, 269, 229, 230 run past or close to the Centre. Parking over 2 hours impossible within 1 km.

Coordinator: Fay Smith

PLEASE NOTE: bookings are essential for all courses at this venue

**APPLICATIONS: please apply via email:
computeru3a@gmail.com providing following information:**

- **Name:**
- **U3A number:**
- **Phone contact:**
- **Course number:**

If you cancel a course please let me know ASAP so a reserve can take your place.

Computers/Tablets

WINDOWS CONTROLS(6)**

182HM01

Manage icons, move between windows, resize and move windows, find menus, use the task bar, change your home page. Suits Windows 7, 8 or 10.

Monday 2 July 9:30 - 12:30

Leader: Margaret Kropman

WINDOWS FILES 7,8 AND 10(6)**

182HM02

Find, save, move and rename files and folders on your hard drive or memory sticks. Learn more about storage, retrieval, file types and folders.

Wednesday 4 July 9:30 - 12:30

Leader: Margaret Kropman

FACEBOOK(8)**

181HM03

Learn the basics of using Facebook, uploading photos, joining groups etc. This course will be taught using your iPad or similar tablet.

Wednesday 25 July 9:30 - 12:00

Leader: Fay Smith

MANAGING PHOTOS(6)**

182HM04

From a camera or android phone, save photos on your computer then organise, perform simple edits, email. You will already be skilled at creating folders and moving files between folders. Suits Windows 7, 8, 10.

Monday 30 July 9:30 - 12:30

Leader: Margaret Kropman

MANAGING PHOTOS(6)**

182HM05

From a camera or android phone, save photos on your computer then organise, perform simple edits, email. You will already be skilled at creating folders and moving files between folders. Suits Windows 7, 8, 10.

Wednesday 1 Aug 9:30 - 12:30

Leader: Margaret Kropman

iPAD/iPHONE(8)**

182HM06

Get to know your iPad/iPhone in the company of others under the guidance of our tutor. Please bring your device fully charged.

Wednesday 8 Aug 9:30 - 12:00

Leader: Fay Smith

ONLINE RETAIL **(6)

182HM07

Explore buying and selling on Gumtree, eBay, major online outlets and smaller vendors. Tips on security, privacy and payment. Suitable for Windows 7, 8, 10.

Monday 13 Aug 9:30 - 12:30

Leader: Margaret Kropman

i-TRAVEL (8)**

182HM08

Seminar format: learn the basics of travelling with technology, avoiding pitfalls and using your devices correctly; discussions with other members of the group.

Wednesday 15 Aug 9:30 - 12:00

Leader: Fay Smith

TEXT FORMATTING (6)**

182HM09

Make your emails more interesting: learn how to use different fonts, indent text, number paragraphs and insert clip art. Suits Windows 7, 8, 10.

Monday 20 Aug 9:30 - 12.30

Leader: Margaret Kropman