Waltham Forest
age UK

Computer Classes for adults 50+
2018/2019

Includes new courses, updated content and longer sessions

Courses in November FREE as part of Digital Inclusion Month

Age UK Waltham Forest
Waltham Forest Resource Hub (North)
58 Hall Lane, Chingford
E4 8EU

Tel: 0208 558 5512
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www.ageukwalthamforest.org.uk

30th August 2018 V12

Don't get left behind in the modern technological world. Our sessions are for you, ranging from absolute beginners to more advanced topics. We cover all manner of technology subjects for PCs, Laptops, Tablets and Phones. There is something to suit all interests and experience. We have been running computer training for older people (50+) in Waltham Forest for more than a decade

Our sessions are relaxed and friendly. You'll meet other people just like you who want to "dip a toe in the water". Don't miss out. Technology should not be a chore, it can be exciting, interesting, useful, and fun.

Feedback from people attending our sessions is very positive. We often see people who arrive at a session feeling rather nervous of technology but by the time they leave they are enthusiastic and wanting to know more. We frequently hear the expression: "I should have done this a long time ago. I'm not sure what I was worried about".

Sessions are designed to be interesting and entertaining, presented in easy to understand ways. We avoid using confusing jargon and proceed at a pace that suits the attendees. The sessions involve presentations, demonstrations and (where appropriate) the opportunity to try things for yourself.

Our sessions are low cost but high quality. Our volunteer tutors have many years of computing experience and understand the needs of our target age range.

You are never too old to learn. George, who is 95 years of age, came to our course with is iPad which he could not log into or use. With a little help he is now using his iPad, surfing the net and communicating with friends and family.

For many of our courses we can now offer the option to follow-up with a one-to-one support lesson (see programme) and we also offer a monthly tech support club where you can come along and ask anything techy or to get further information and assistance from our team.

Sessions are held at our offices **Waltham Forest Resource Hub (North), 58 Hall Lane, Chingford E4 8EU** Situated on Hall Lane, opposite Sainsbury's.

Buses 385 and 444 stop on Hall Lane (stops D and G)

97, 158, 215, 357, 385, 397, 658 and W16 all stop nearby on Chingford Mount Road or Old Church Road

"I used to feel threatened by computers, but there really is nothing to be scared of. I want to encourage people who are nervous to get in touch with Age UK WF to find out more about their courses. They are good value for money, help keep you up-to-date with modern technology and give another way for you to keep active in the community."

Scams and Internet Security How to recognise secure sites; online scams; safety; different programmes and apps and their uses. You can also bring your questions with you for discussion.	13th September 2018 10.00am-12.30pm Cost: £5
Reading Books on Digital Devices Love to read? Like to try ereaders? This is your chance to experience using digital devices – we will show you the differences between the two market leaders (Kindles and Kobos) and useful features such as the adjustable text size and lighting so you can see on a glare-free screen on a sunny day. We will also show you to how to use the free downloadable apps on an android tablet and how to download books from the Amazon and Kobo catalogue and from the local authority library.	13th September 2018 10.00am-12.30pm Cost: £5
First steps with Facebook Learn how to create a Facebook account, add or remove Friends, check your Account settings and Privacy Preferences, upload and tag Photos from the computer. Includes hands on with android tablets.	20th September 2018 10.00am-12.30pm Cost: £5
Skype for Beginners Skype allows you to make free video and voice calls to anywhere in the world. Works on any computer, phone or tablet. We demonstrate it working and you get the chance to practice by communicating with fellow classmates in another room. The course covers all the basics of setting up and using Skype. If your device is portable and you bring it along we will help you set it up.	20th & 27th September 2018 10.00am-12.30pm Cost: £12.50
Finding your 'Stuff' - in the cloud or your computer I just saved a file / I downloaded a document weeks ago. Where are they now? In the cloud, on my phone, or tablet, or somewhere in my computer and if so how on earth do I find them there? How do I move or copy files from other devices like cameras or memory sticks? What is the cloud anyway?	27th September 2018 10.00am-12.30pm Cost: £5
Managing my Digital Photos This session looks at how digital photos are stored on cameras, computers, tablets and other devices and then shows how you can move the photos from place to place. It suggests ways to organise your photos so you can find what you are looking for and how to make sure they won't all be lost due to a technical problem. The techniques demonstrated will also be useful for managing other digital data such as music, documents, and videos. Although the session touches on cloud storage, its focus is on using a PC's hard disk as the main storage location	4th October 2018 10.00am-12.30pm Cost: £5
Using "Google Photos" (incl. Basic Photo Editing & Cloud storage) Show and tell session on the free software package "Google Photos". The software is free to use and works on Android and Apple Tablets & Phones plus Windows & Apple Mac PCs (Desktops and Laptops). The session covers storage of your photos on the cloud and sharing between multiple devices plus demonstration of basic editing functions (including improving the appearance of your photos and cropping & rotating).	11th October 2018 10.00am-12.30pm Cost: £5
Where am I? - Maps on phones tablets and computers How to get maps, take them with you anywhere, use them and find out what's happening around you (location services - like when's the next bus?) Satnav: how to use a map to navigate to your destination - on foot, or 2 wheels or four, or bus/train. Ordnance survey maps. Maps when you've got no signal?	18th October 2018 10.00am-12.30pm Cost: £5

Course	Schedule
## Introduction to Cloud Storage - Google Drive, Dropbox What is cloud storage and would I find it useful? Cloud Storage can be used to store your files (data, music, photos & video) on the internet. It's ideal for sharing between your devices, and expanding their storage capacity. We also look at different providers and the costs (many are free).	25th October 2018 10.00am-12.30pm Cost: £5
## The Internet & Searching - A refresher Suitable both for beginners and experienced users looking to refresh their knowledge about using the internet and searching for things on it. Maybe hear some useful features and techniques that you may have overlooked. There will be plenty of opportunity to ask questions on topics of specific interest. Suitable for users of Windows PCs, Android Tablets and Apple iPads.	1st November 2018 10.00am-12.30pm Cost: Free as part of Digital Inclusion Month
## How to book a blood test online, and other important tasks Booking your blood test online means very short waiting time at the centre, and is now the easiest way. This session shows how to book it. Also covered are: how to renew your EHIC, or passport, or pay your council tax, or get parking permits, or order groceries online, or sign up for 'patient access'.	8th November 2018 10.00am-12.30pm Cost: Free as part of Digital Inclusion Month
## Tablet Taster What exactly is a Tablet? Would I find it useful/interesting? Would I find it easy to use? Is it expensive? What should I look for if buying one? What can you do with it?	15th November 2018 10.00am-12.30pm Cost: Free as part of Digital Inclusion Month
## iPad and iPhones – Getting the most out of your camera and photos Learn how to get the most out of your iPad or iPhone Camera, edit, and then share your photos with friends and family	22nd November 2018 10.00am-12.30pm Cost: Free as part of Digital Inclusion Month
## Email refresher Suitable both for beginners and experienced users looking to refresh their knowledge about using email and how it works behind the scenes. Maybe hear some useful features and techniques that you may have overlooked. There will be plenty of opportunity to ask questions on topics of specific interest. Includes using email on Windows PCs, Android Tablets and Apple iPads.	29th November 2018 10.00am-12.30pm Cost: Free as part of Digital Inclusion Month
## Apple Mac v PC What is the difference between the two operating system and how easy is it change. What are the Advantages and Disadvantages of an Apple Mac Computer? The way that iPads and iPhones interact with the Mac, and how the Mac can interface with Microsoft Windows.	13th December 2018 10.00am-12.30pm Cost: £5
## Ebay Basics Want to learn about buying or selling on eBay? Learn the basics, such as creating an account; listing an item; eBay fees; getting paid; shipping and feedback.	20th December 2018 10.00am-12.30pm Cost: £5
## Introduction to Tablet Computers Course Is a Tablet computer right for me? We will show you how to use one starting from the basics (e.g. how do I turn it on). The course comprises two sessions, a week apart, of 2.5 hours each. We will provide you with your own tablet in each session so you can try out what is being demonstrated and see if a Tablet computer is suitable for your needs.	3rd and 10th January 2019 10.00am-12.30pm Cost: £12.50

# iPads /iPhone Basics Understanding the Basics of the iPad. How to get the most out of the device. Connecting to the internet. Installing and uninstalling Apps, voice operations via Siri, using FaceTime and Airdrop which are built into the devices.	17th January 2019 10.00am-12.30pm Cost: £5.00
# iPads/iPhone Advanced Features iOS 11 The advance features of the latest update of the operating system. Multitasking Emails, Backing up, Security and Word Processing along with various hidden features that are available and how to use them.	24th January 2019 10.00am-12.30pm Cost: £5.00
# Reading Books on Digital Devices Love to read? Like to try ereaders? This is your chance to experience using digital devices – we will show you the differences between the two market leaders (Kindles and Kobos) and useful features such as the adjustable text size and lighting so you can see on a glare-free screen on a sunny day. We will also show you to how to use the free downloadable apps on an android tablet and how to download books from the Amazon and Kobo catalogue and from the local authority library.	24th January 2019 10.00am-12.30pm Cost: £5.00
# Next Steps with Android Tablets This course is intended to follow on from our "Introduction to Tablet Computers" course but you don't have to have been on that course first. Come along to learn some helpful tips and tricks. See some interesting and helpful free apps (programs) available from the app store. Learn how to change settings and how to recover from a failure. You can also bring your Android questions with you for discussion.	31st January 2019 10.00am-12.30pm Cost: £5.00
# Social media - how do I choose? Why would I use social media? If I don't am I missing anything important? What do they all do - Snapchat, WhatsApp, Instagram, Facebook, Twitter, periscope, Facebook live, messenger, YouTube? Are there any drawbacks? Can't I just use email? This session gives an overview, and examples from instagram and signal messenger. Separate sessions follow - on twitter, facebook and others.	7th February 2019 10.00am-12.30pm Cost: £5.00
# Excel is interesting! (honest) Excel mistakenly has the reputation of being "just for accountants and people who work with figures". As a result, some people assume "it's not for them" and miss out on something really useful. There are lots of uses that don't have any numbers or calculations at all. Come along to this beginner's session and see how it could be of use to you. You might be surprised. We'll even show you free alternatives to the chargeable products.	14th February 2019 10.00am-12.30pm Cost: £5.00
# Starting with Twitter This session looks at how Twitter can work for you, how you get started, how to tweet, & retweet, how to attach pictures and links, how to follow, and unfollow, and how to control your privacy. Includes hands on with android tablets.	21st February 2019 10.00am-12.30pm Cost: £5.00
# Microsoft Word refresher Suitable both for beginners and experienced users looking to refresh their knowledge about the classic word processing program from Microsoft. Hear about some useful features and techniques that you may have overlooked. There will be plenty of opportunity to ask questions on Word topics of specific interest. Includes using tables, mail merge and label printing. We'll even show you free alternatives to the chargeable products.	28th February 2019 10.00am-12.30pm Cost: £5.00

Introduction to Tablet Computers Course Is a Tablet computer right for me? We will show you how to use one starting from the basics (e.g. how do I turn it on). The course comprises two sessions, a week apart, of 2.5 hours each. We will provide you with your own tablet in each session so you can try out what is being demonstrated and see if a Tablet computer is suitable for your needs	7th and 14th March 2019 10.00am-12.30pm Cost: £12.50
iPads /iPhone Basics Understanding the Basics of the iPad. How to get the most out of the device. Connecting to the internet. Installing and uninstalling Apps, voice operations via Siri, using FaceTime and Airdrop which are built into the devices.	21st March 2019 10.00am-12.30pm Cost: £5.00
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"Why is my PC Slow?" (& What can I do about it?) This session looks at how a PC works and how even a beginner can safely diagnose why it is not performing as well as it should. It then goes on to look at what you can do to improve things. Even if your PC is working perfectly, you may well enjoy finding out "what's going on under the bonnet". Its not as complicated as you might think. There will be plenty of opportunity to ask questions. Suitable for users of Windows PCs only. Detailed experience of PCs is not required; just a curious nature	11th April 2019 10.00am-12.30pm Cost: £5.00
Music goes Digital **Part 1: Introduction and how to convert old LPs, Tapes, & CDs** Introduction to the world of digital music and MP3 players. What are the advantages? How do I get my favourite vinyl records, cassette or reel-to-reel tapes into digital format? How do I get tracks off a CD into an MP3 player? Where do I get new music in digital format? We show you how using free software. The same software also lets you manipulate music in ways that might surprise/amuse you. **Please note this session is aimed at PC users (not Tablets). This course may be booked as a stand alone course or as an introduction prior to attending Music goes Digital (Part 2).**	18th April 2019 10.00am-12.30pm Cost: £5.00

Music goes Digital **Part 2: Music on the move - keeping track of your tracks** Once you've got your music tracks in digital form how do you listen to them? Where do you get mp3's from? How to buy music online. How to use windows media player to organise mp3s, from different sources like old lps, cds, or downloads. How to transfer music to your car, or carry it with you on your phone or mp3 player everywhere you go. **This session builds on our previous session 'Music goes Digital (Part 1)' although it is not essential that you attend both sessions**	25th April 2019 10.00am-12.30pm Cost: £5.00
Podcasts and Streaming What is 'streaming' and why do it? What streaming services are there and how do they differ? Is it expensive? How do you stream or download music? How can I stream my own music? (NB this doesn't cover streaming from room to room around the house.) What are podcasts? Can you get them on your phone, or computer? How do you find them, and subscribe to get weekly episodes? Do you stream or download them? Do they expire?	2nd May 2019 10.00am-12.30pm Cost: £5.00
iPad and iPhones – Getting the most out of your camera and photos Learn how to get the most out of your iPad or iPhone Camera, edit, and then share your photos with friends and family	9th May 2019 10.00am-12.30pm Cost: £5.00
How to book a blood test online, and other important tasks Booking your blood test online means very short waiting time at the centre, and is now the easiest way. This session shows how to book it. Also covered are: how to renew your EHIC, or passport, or pay your council tax, or get parking permits, or order groceries online, or sign up for 'patient access'.	16th May 2019 10.00am-12.30pm Cost: £5.00
Skype for Beginners Skype allows you to make free video and voice calls to anywhere in the world. Works on any computer, phone or tablet. We demonstrate it working and you get the chance to practice by communicating with fellow classmates in another room. The course covers all the basics of setting up and using Skype. If your device is portable and you bring it along we will help you set it up.	16th and 23rd May 2019 10.00am-12.30pm Cost: £12.50
The Internet & Searching - A refresher Suitable both for beginners and experienced users looking to refresh their knowledge about using the internet and searching for things on it. Maybe hear some useful features and techniques that you may have overlooked. There will be plenty of opportunity to ask questions on topics of specific interest. Suitable for users of Windows PCs, Android Tablets and Apple iPads.	30th May 2019 10.00am-12.30pm Cost: £5.00
Email refresher Suitable both for beginners and experienced users looking to refresh their knowledge about using email and how it works behind the scenes. Maybe hear some useful features and techniques that you may have overlooked. There will be plenty of opportunity to ask questions on topics of specific interest. Includes using email on Windows PCs, Android Tablets and Apple iPads.	6th June 2019 10.00am-12.30pm Cost: £5.00
Using Whatsapp and Youtube A two part social media session on the video watching and sharing service youtube, and the messaging and phoning service whatsapp. Includes hands on with android tablets.	13th June 2019 10.00am-12.30pm Cost: £5.00

1.30pm-3.30pm – third Monday of the month
Your very own "Tech Support Group"

Ever wished you had someone to turn to when you get stuck on a technology matter?

Need help/advice about computers, tablets, phones, or other technology?

Want to keep up to date about technology and learn new things?

Want to meet people like you to share experiences?

Our experienced panel of volunteers will be on hand to lead the relaxed sessions over a cup of tea/coffee.

These sessions cost £3 to cover administration and refreshments.

Please note: we cannot repair equipment.

2018
17th September, 15th October, 19th November, 17th December

2019
20th January, 17th February, 17th March, 21st April, 19th May, 16th June, 21st July, 18th August, 22nd September, 20th October, 17th November, 22nd December

Silver Surfers Booking Form

Name	
Address	
Email	
Tel	**Date of Birth**

Please enrol me for the course(s) as ticked below. I enclose a cheque/postal order for …………………….. made payable to Age UK Waltham Forest. I would prefer to pay via credit/debit card please tick here ☐ and call me to take payment.   Please send my confirmation via email ☐ or via post ☐ (please tick)

Do you wish to receive our free monthly newsletter?   Yes ☐   No ☐

A number of people already subscribe to our mailing list to receive our monthly newsletter which includes updates on activities, new services and advance booking information for our Computer Classes.

Here at Age UK Waltham Forest we take your privacy seriously and will only use your data to provide services or products you have requested from us directly, please note: We never sell your data or use it any other way than outlined in the enclosed document. Age UK Waltham Forest also DOES NOT illicit donations via telephone cold calling.

You are welcome to unsubscribe at any time – you can do this by emailing info@ageukwalthamforest.org.uk or by telephone 0208 558 5512 or by writing us.

Please tick	Course Title	Date	Cost
	Scams and Internet Security	13th September 2018	£5
	Reading books on digital devices	13th September 2018	£5
	First steps with Facebook	20th September 2018	£5
	Skype for Beginners	20th & 27th September 2018	£12.50
	Where's my Stuff?	27th September 2018	£5
	Managing my Digital Photos	4th October 2018	£5
	Using "Google Photos" (incl. Basic Photo Editing & Cloud storage)	11th October 2018	£5
	Where am I and Where am I going?	18th October 2018	£5
	Introduction to Cloud Storage	25th October 2018	£5
	The Internet & Searching - A refresher	1st November 2018	Free
	How to book a blood test online, and other important tasks	8th November 2018	Free
	Tablet Taster?	15th November 2018	Free
	iPad and iPhones – Getting the most out of your camera and photos	22nd November 2018	Free
	Email refresher	29th November 2018	Free
	Apple Mac v PC	13th December 2018	£5
	Ebay Basics	20th December 2018	£5
	Introduction to Tablet Computers Course	3rd & 10th January 2019	£12.50
	iPads /iPhone Basics	17th January 2019	£5
	iPads/iPhone Advanced Features iOS 11	24th January 2019	£5
	Reading Books on Digital Devices	24th January 2019	£5
	Next Steps with Android Tablets	11th April 2019	£5
	Social media - how do I choose?	7th February 2019	£5
	Excel is interesting! (honest)	14th February 2019	£5

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	Music goes Digital Part 1	18th April 2019	£5
	Music goes Digital Part 2	25th April 2019	£5
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	Email refresher	6th June 2019	£5
	Using Whatsapp and Youtube	13th June 2019	£5

Optional Donations

I enclose £… optional donation towards the work of Age UK Waltham Forest.

Charity Gift Aid Declaration
Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. In order to Gift Aid your donation you must tick the box below:

☐ I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to Age UK WF. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please notify Age UK Waltham Forest if you Want to cancel this declaration, Change your name or home address, No longer pay sufficient tax on your income and/or capital gains.

Please return to: Silver Surfers,
Age UK Waltham Forest, Waltham Forest Resource Hub (North), 58 Hall Lane,
Chingford, E4 8EU
Telephone 02085585512 email: e.tozer@ageukwalthamforest.org.uk