



Computer Classes for adults 50+ 2018

Includes new courses, updated content and longer sessions

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

**Tel: 0208 558 5512
Email: info@ageukwalthamforest.org.uk
www.ageukwalthamforest.org.uk**

11th December 2017 V11

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 his 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.	4 th January 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	4 th January 2018 10.00am-12.30pm	2.5 hours Practical hands-on Course	£5.00 Practical Course or £15.00 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	18 th January 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	18 th and 25 th January 2018 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£12.50 Course or £22.50 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Where's my Stuff? Is your favourite picture on your phone, or in your pc or in the 'cloud' When you saved that email attachment where did it go? This session looks at where your files are actually stored and how you can locate them.	25 th January 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

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	1 st February 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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).	8 th February 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Where am I and Where am I going? Maps on laptops, tablets, phones - and paper. How to get them, take them with you anywhere, use them and find out what's happening around you (location services - like when's the next bus?) Satnav on foot, 2 wheels or four.	15 th February 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	22 nd February 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	1 st and 8 th March 2018 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£12.50 Course or £22.50 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

Understanding your iPad Learn about your iPad features and applications. Using facetime to make free video phone calls with other apple users; airdrop and how to use itunes to back up your iPad. Discover what the different menus offer, spotlight searching and the basics of Safari. Bring your iPad to this session and learn how to get the most out of your device.	15 th and 22 nd March 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£10.00 Course or £20.00 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	29 th March 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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	5 th April 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	12 th April 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Backup your Computer (Rescue Kit) With our increased reliance on computers to store important documents, photos etc. we need to bear in mind that although computers are very reliable these days that data you have is stored on the hard disk of your PC which can go wrong. We may delete by accident a file that we need. Hard Drives which are now 1TB or greater are often partitioned and recovery software (return to Factory State) is stored there which after a while becomes out of date. And of course we can get our PC or Laptop stolen. So we need to backup our Hard Drive to an external device and store it away from our PC. This course will demonstrate how to use free software called "EaseUS Todo Backup" to backup and restore data.	19 th April 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

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.	26 th April 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	3 rd and 10 th May 2018 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£12.50 Course or £22.50 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Understanding your iPad Learn about your iPad features and applications. Using facetime to make free video phone calls with other apple users; airdrop and how to use itunes to back up your iPad. Discover what the different menus offer, spotlight searching and the basics of Safari. Bring your iPad to this session and learn how to get the most out of your device.	17 th and 24 th May 2018 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£10.00 Course or £20.00 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	31 st May and 7 th June 2018 10.00am-12.30pm	5 hours over two weeks. Practical hands-on Course	£12.50 Course or £22.50 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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 & unfollow, and how to control your privacy.	31 st May 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	7 th June 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

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.	14th June 2018 10.00am-12.30pm	2.5 hours Practical hands-on Course	£5.00 Practical Course or £15.00 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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).	14th June 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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? How do you organise them? How do you download music, or stream it, or share it? How do you transfer it to your car, or carry it with you everywhere you go. How do you get podcasts? This session builds on our previous session 'Music goes Digital (Part 1)' although it is not essential that you attend both sessions	21 st June 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Podcasts and Streaming Description NEW FOR 2018 What is a podcast? How do you find them? Do you stream or download them? How do you stream or download your music?	28 th June 2018 10.00am-12.30pm		

Social media - how do I choose? Snapchat, WhatsApp, Instagram, Facebook, Twitter, periscope, Facebook live, messenger, YouTube, etc - what do they do and do I need them? Can't I just use email?	5 th July 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	12 th July 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Using Whatsapp and Youtube NEW FOR 2018 A two part social media session on the messaging and phoning service whatsapp, and the video watching and sharing service youtube.	19 th July 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	26 th July 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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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.	6 th September 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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.	13 th September 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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 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.	13 th September 2018 10.00am-12.30pm	2.5 hours Practical hands-on Course	£5.00 Practical Course or £15.00 Course plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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Where's my Stuff? I just saved a file; where is it now? Is it in the cloud, or on my phone or tablet, or just in my computer (and if so how on earth do I find it there?). How do I move or copy it to or from other devices like cameras or memory sticks?	27 th September 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

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	4 th October 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
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).	11 th October 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Where am I and Where am I going? Maps on laptops, tablets, phones - and paper. How to get them, take them with you anywhere, use them and find out what's happening around you (location services - like when's the next bus?) Satnav on foot, 2 wheels or four.	18 th October 2018 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)
Introduction to Cloud Storage (e.g. Google Drive, Dropbox, Flickr, Google Photos) What is cloud storage and would I find it useful? Cloud Storage can be used to store your files (data and photos) remotely on the internet. This is ideal for backups, sharing between devices, and expanding the storage capacity of your device. We also look at different providers and the costs (many are free).	25 th October 10.00am-12.30pm	2.5 hours Presentation	£5 presentation only or £15 presentation plus 1 hour of one-to-one support (timings will be arranged with you by Age UK WF)

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.



Dates: 15th January, 19th February, 19th March, 16th April, 21st May, 18th June, 16th July, 20th August, 17th September, 15th October, 19th November, 17th 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)

Course Title	Please tick which option you would like to book
Scams and Internet Security 4 th January 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Reading books on digital devices 4 th January 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
First steps with Facebook 18 th January 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Skype for Beginners 18 th and 25 th January 2018	£12.50 Course <input type="checkbox"/> or £22.50 Course plus 1 hour of one-to-one support <input type="checkbox"/>
Where's my Stuff? 25 th January 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Managing my Digital Photos 1 st February 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Using "Google Photos" (incl. Basic Photo Editing & Cloud storage) 8 th February 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Where am I and Where am I going? 15 th February 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Ebay Basics 22 nd February 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Introduction to Tablet Computers Course 1 st and 8 th March 2018	£12.50 Course <input type="checkbox"/> or £22.50 Course plus 1 hour of one-to-one support <input type="checkbox"/>
Understanding your iPad 15 th and 22 nd March 2018	£10.00 Course <input type="checkbox"/> or £20.00 Course plus 1 hour of one-to-one support <input type="checkbox"/>
Microsoft Word refresher 29 th March 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
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Excel is interesting! (honest) 26 th April 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
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Reading Books on Digital Devices 14 th June 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Music goes Digital Part 1 14 th June 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Music goes Digital Part 2 21 st June 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Podcasts and Streaming 28 th June 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Social Media – how do I choose? 5 th July 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
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Using "Google Photos" (incl. Basic Photo Editing & Cloud storage) 11 th October 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
Where am I and Where am I going? 18 th October 2018	£5 presentation only <input type="checkbox"/> or £15 presentation plus 1 hour of one-to-one support <input type="checkbox"/>
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Optional Donations

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

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