

## Silver Surfer Computer Classes

Due to Covid19, our computer classes are currently delivered via Zoom and are free of charge to attend. The forthcoming programme is below. If you would like to attend any classes, please email [info@ageukwalthamforest.org.uk](mailto:info@ageukwalthamforest.org.uk)

5 <sup>th</sup> November	<p><b>“Why is my PC slow?” (&amp; What can I do about it?)</b></p> <p>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.</p> <p>Even if your PC is working perfectly, you may well enjoy finding out “what’s going on under the bonnet”. It’s not as complicated as you might think. There will be plenty of opportunities to ask questions. Suitable for users of Windows PCs only. Detailed experience of PCs is not required; just a curious nature</p>
12 <sup>th</sup> November	<p><b>PowerPoint &amp; Google Slides - More useful than you think</b></p> <p>If you think PowerPoint and Google Slides are only for giving lectures, you may be surprised. We’ll show you the basics of each and offer some interesting, unusual uses. For example, what about using them to make talking books for the Grandchildren that you can read together? Books containing their pictures as characters and their voice speaking when you click. Maybe get the child to help you make it together.</p> <p>Use it as basic desktop publishing - create printable birthday/celebration cards by setting custom page sizes like A4 portrait. We’ll give an overview of both Microsoft PowerPoint and (free) Google Slides. We’ll also mention PowerPoint’s free clone, Libre Impress.</p>
16 <sup>th</sup> November	<p><b>Tech Support Group</b></p> <p>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?</p> <p>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 group and to answer your questions</p> <p><b>Plus Mini-Tutorial: Microsoft Office Ribbons</b></p>

19 <sup>th</sup> November	<p><b>Guide to Google and Gmail</b></p> <p>What Google is and (some of) what Google does. There's an overview of Google Drive, Maps, Photos, Chrome, operating systems, music and hardware. Gmail, Tasks, and Calendar are explored, and a quick look at Jamboard, the interactive whiteboard</p>
26 <sup>th</sup> November	<p><b>The secret world of Coding - An insight for curious novices</b></p> <p>This session is aimed at novices. We'll pull back the curtains and shine a light on the secretive world of "software". It's not intended to make you a programmer or a technician but rather to give a feel for a fascinating subject and show that it's not as difficult as you might have thought.</p> <p>Have you wondered: What exactly IS "programming" and "coding"? What does a "bug" look like? What causes the "security vulnerabilities" that I'm told I need to get fixed via updates? Why <u>do</u> computers only use ones and zeros; are they making it difficult on purpose?</p> <p>This light-hearted session will answer these and many other questions with slides, stories and some interesting demonstrations.</p>
3 <sup>rd</sup> December	<p><b>What is a Chromebook? How is it different from a windows pc, or apple mac?</b></p> <p>This session looks at how to do various tasks such as word processing or spreadsheets on a Chromebook, and using android apps, and browser apps, plus: how do you back it up, is it secure, do you need antivirus, and so on</p>
10 <sup>th</sup> December	<p><b>No session - AGM</b></p>
17 <sup>th</sup> December	<p><b>Moving my things around the PC and to and from other devices</b></p> <p>This session looks at how photos, music, documents (and everything else) are stored on computers, tablets, phones, cameras, and other devices and then shows how you can move them from place to place, either within a device or from one device to another.</p> <p>Once you know the simple techniques, you should be able to move and copy anything from one place to another. We'll suggest ways to organise your data (photos, music, documents etc.) 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.</p> <p>Although the session touches on cloud storage, its focus is on using a PC's hard disk as the main storage location.</p>

<p>21<sup>st</sup> December</p>	<p><b>Tech Support Group</b></p> <p>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?</p> <p>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 group and to answer your questions</p> <p><b>Mini Tutorial: Windows 10 Tips (e.g. adding shortcuts to the desktop, add items to the Taskbar, etc</b></p>
<p>24<sup>th</sup> December</p>	<p>No session</p>
<p>31<sup>st</sup> December</p>	<p>No session</p>
<p>7<sup>th</sup> January</p>	<p>No session</p>
<p>14<sup>th</sup> January</p>	<p><b>Video calls</b></p> <p>As lockdown demonstrated, connecting with people online is vital. You can talk one to one on the phone, or by a video call, or meet with a group of family or friends by video conference.</p> <p>The best known of these is Zoom, but what of the others. This session looks at the main players in the two categories: one to one video call, and video conferencing. What are the pros and cons of each; is there a cost? What limitations are there? How easy are they to use?</p>
<p>18<sup>th</sup> January</p>	<p><b>Tech Support Group</b></p> <p>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?</p> <p>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 group and to answer your questions</p>

<p>21<sup>st</sup> January</p>	<p><b>The Internet &amp; Searching - A refresher</b></p> <p>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.</p> <p>There will be plenty of opportunities to ask questions on topics of specific interest. Suitable for users of Windows PCs, Android Tablets and Apple iPads.</p>
<p>28<sup>th</sup> January</p>	<p><b>Email refresher</b></p> <p>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 opportunities to ask questions on topics of specific interest. Includes using email on Windows PCs, Android Tablets and Apple iPads.</p>
<p>4<sup>th</sup> February</p>	<p><b>iPad/iPhone Basics</b></p> <p>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.</p>
<p>11<sup>th</sup> February</p>	<p><b>New Laptops For Old - free and open-source software</b></p> <p>A common fate for a Windows PC after a few years is to be retired because it's out-of-date. Even if its hardware is healthy, a computer will run more slowly when old than it did when new. The problem will be its software. There's a simple solution: use free and open-source software instead – we show you how!</p>
<p>15<sup>th</sup> February</p>	<p><b>Tech Support Group</b></p> <p>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?</p> <p>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 group and to answer your questions</p>

18 <sup>th</sup> February	<p><b>Technology, Apps and Computing – Our IT volunteers favourite things</b></p> <p>Our IT volunteers take it in turns to present their “Favourite Things”; those apps, websites, features and bits of technology that they are most enthusiastic about. Find out what’s on their list. Is it the same as yours? They’ll probably be some surprises and things you may not be aware of</p>
25 <sup>th</sup> February	<p><b>How to make a mini-computer</b></p> <p>The course will show you how you can install and run on a USB flash drive an actual operating system without affecting your present operating system. The two operating systems will be Linux Mint and a Chromebook emulation, and on both, you will be able to run Zoom Video Conferencing software.</p>
4 <sup>th</sup> March	<p><b>Using “Google Photos” (incl. Basic Photo Editing &amp; Cloud storage)</b></p> <p>Show and tell session on the free software package “Google Photos”. The software is free to use and works on Android and Apple Tablets &amp; Phones, plus Windows &amp; Apple Mac PCs (Desktops and Laptops).</p> <p>The session covers the storage of your photos on the cloud and sharing between multiple devices plus a demonstration of basic editing functions (including improving the appearance of your photos and cropping &amp; rotating).</p>
11 <sup>th</sup> March	<p><b>Where am I? - Maps on phones tablets and computers</b></p> <p>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?</p>
15 <sup>th</sup> March	<p><b>Tech Support Group</b></p> <p>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?</p> <p>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 group and to answer your questions</p>

<p>18<sup>th</sup> March</p>	<p><b>Excel is interesting (honest!)</b></p> <p>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.</p> <p>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.</p>
<p>25<sup>th</sup> March</p>	<p><b>Introduction to Photo Editing – Week 1</b></p> <p>This session, which is spread over two consecutive Thursday mornings, goes a bit further than tapping AutoCorrect or Red Eye correction. We show you the free photo editing program called GIMP, which is available for a PC, Apple Mac or Linux (Raspberry Pi). We will demonstrate how to manipulate pixels within a photo to create special effects, to remove that unwanted post from behind someone’s head, or to correct other errors not seen when the photo was taken</p>
<p>1<sup>st</sup> April</p>	<p><b>Introduction to Photo Editing – Week 2</b></p> <p>The second half of the course</p>
<p>8<sup>th</sup> April</p>	<p><b>Scams and Internet Security</b></p> <p>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.</p>