

### Courses for Windows Computers

#### Introduction to Computers

*For people with no computer experience or as a refresher*

What can I use a computer for?  
What is an operating system?  
The user interface.

#### Managing the data on your PC

Learn how to manage your files, and folders on your PC or laptop.  
*We recommend doing this course before moving on to other courses*

#### Introduction to Windows

Learn how to get the best out of Microsoft's latest operating system.

#### Writing documents on your PC

An introduction to MS Word.

#### Email – Windows Mail

Learn how to read, write and manage your emails. Works well with Gmail, Xtra etc.

#### Manage your photos

Learn how to manage and edit your photos using Windows Photos

### Courses for Smartphones and Tablets

#### iPad and iPhone Basics

Learn how to use your iPad and iPhone efficiently and get the best out of this wonderful technology.

#### Smartphone and Tablet Basics

Get the best out of a tablet or smartphone that uses the Android operating system.

#### Smartphone Photography

Learn how to take great photos on a smartphone. Suitable for Android phones and iPhones.

### Regular Workshops

**How do I ...?**

**Internet Banking**

Learn how easy and safe it is.

**Members meeting**

**Windows Users**

**iPad and iPhone**

**Smartphones and Tablets**

### Occasional Workshops

Throughout the year, we offer a range of workshops to help you use your computer, tablet or smartphone efficiently and safely. Details are published on the web site, timetables, newsletters and emails.