Karrinyup Men's Shed Bulletin 20 October 2019

From: Karrinyup Men's Shed <kcmensshed@iinet.net.au>

To: Karrinyup Community Men's Shed members

Computer training for Men's Shed members

The Shed is running free computer training courses for members of Karrinyup Community Men's Shed.

The first 3 units have been run for some members, but some members did not get that training.

We will run some of these units again if members want them, and also run some new units.

New unit: Using the Mouse and Keyboard. Presenter Terry Lark.

This unit is for members who have no experience in using a computer and who:

1.   are not familiar in using a mouse and keyboard and would like to do the "Using a Computer" unit, or

2.   have completed the *"Using a Computer"* unit and would benefit from further familiarity in the use of the mouse and keyboard.

Repeat unit: Using a Computer. Presenter Terry Lark.

This module is for those who **have some experience of using a computer,** who were unable to do the unit in the first round of units, and would like to do the unit.

The unit will include the following:

Parts of a computer,

Turning a computer on and off,

Changing settings on a computer,

Using programs and managing files,

Computer safety.

It will also include:

1.   being able to log on to the Shed's computers.

2.   being able to log on to the "Be Connected" web site where all the unit material is found.

Repeat unit: Getting started online. Presenter Terry Fuller

Using the Internet

Using online forms

Using search engines

New unit: Internet safety. Presenter Terry Fuller

Computer security

Use of personal data

Safe passwords

Keeping records of important internet activity (registration, purchases, etc)

Repeat unit: Creating Documents. Presenter Bruce Kirkby

Typing text

Alignment of text

Changing font (type) style

Use of formatting such as underline, bold, italics, font size, changing text colour, bullet point lists, paragraph formatting.

Each unit is one session of about 2 hours.

The group size for each session is 3 or 4 members. The sessions will all be afternoons, usually starting at 1pm to avoid the noise of the workshop activity.

Please indicate which of the units you would like to do, and the afternoons on which you can be available, and email this form back to the Shed if you can.

There will also be forms posted on the noticeboard at the Shed and you can put in your name and days there, or phone the presenter.

Interest and preferences

Your name: _____

Unit	Afternoons you are available					Presenter
	Mon	Tue	Wed	Thu	Fri	
New unit: New Computer user						Terry Lark
Repeat unit: Using a Computer						Terry Lark
New unit: Internet safety						Terry Fuller
Repeat unit: Using the Internet						Terry Fuller
Repeat unit: Creating Documents						Bruce Kirkby

Here are presenters' contact emails and phones for questions, or if you need to change dates after you have been told a day for your course.

Terry Lark   larkey1941@yahoo.com.au   mobile 0450 900 415

Terry Fuller   terryfuller@iinet.net.au   phone 9447 4545

Bruce Kirkby   bruce.kirkbywa@gmail.com   mobile 0418 953 645

<u>Future computer training units</u>

Future units will include other topics, and more details on:

Online search skills

Internet safety

Avoiding scams and tricks

Managing money, paying safely online

Using email

Keeping in touch

Using Government websites

Managing picture galleries

Using touch screens, such as smart phones and tablets (bring your own!)

Other topics that you may suggest to us.

More volunteer presenters will be welcome. Please contact Tony Strickland.

Earlier KCMS newsletters

If you have missed any, all earlier newsletters/bulletins are on the KCMS website at http://karrinyup.mensshedswa.org.au/newsletters.htm

These are formatted for printing on A4 paper, and can be read on screen.

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This email from

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