

Stepping UP with Hutt City Libraries - Class Descriptions Term 3 2017

<p>Intro to Spreadsheets</p> <ul style="list-style-type: none"> • Introduction to Excel workbooks and sheets • Entering text and numbers • Creating simple formulas 	<p>Computer Basics</p> <ul style="list-style-type: none"> • Logging on and computer security • Mouse and keyboard functions • Files and folders, and how to use a USB 	<p>Google and the Internet</p> <ul style="list-style-type: none"> • Using the Google search engine • Understanding links • Copying text and pictures
<p>Email 1 – Gmail Set-Up</p> <ul style="list-style-type: none"> • Setting up a free Gmail account • Navigating around your Gmail account • Contact lists 	<p>Email 2 – Using Gmail</p> <ul style="list-style-type: none"> • Sending and receiving emails • Sending and receiving an attachment • Creating folders for groups 	<p>Intro to Digital Design (Publisher)</p> <ul style="list-style-type: none"> • Create a simple document using a template • Customise colour and font • Format text boxes
<p>Word 1 – Word Formatting</p> <ul style="list-style-type: none"> • Entering, selecting, and formatting text • Saving your work • Retrieving your work 	<p>Word 2 – Creating Documents</p> <ul style="list-style-type: none"> • Page layout, spelling and grammar • Copy, cut, and paste • Inserting clip art 	<p>Trade Me</p> <ul style="list-style-type: none"> • Creating an account • How to buy and sell • Reserve prices and auto bidding
<p>Intro to Social Media</p> <ul style="list-style-type: none"> • Facebook • Google+ • Twitter • LinkedIn 	<p>Facebook</p> <ul style="list-style-type: none"> • Create a Facebook account • Posting to your wall • Accepting and sending friend requests • Sending private messages • Privacy settings 	<p>Intro to Slideshows (PowerPoint)</p> <ul style="list-style-type: none"> • Create a basic presentation • Slide design and layout • Insert text, pictures, videos and music • Slide transitions • Animate objects
<p>Digital Photos</p> <ul style="list-style-type: none"> • How to transfer photos to a computer • How to attach, send and store photos 	<p>Home Finances (Excel)</p> <ul style="list-style-type: none"> • Pros and cons of banking online • Creating a basic household budget using Excel • Exploring financial website 	<p>YouTube</p> <ul style="list-style-type: none"> • Sign up for a YouTube account • Searching and favourites • Uploading and downloading videos
<p>Photo Editing Basics</p> <ul style="list-style-type: none"> • crop and resize your photos • remove minor marks, dirt and other damage • customise colour <p>Prerequisite: Basic computer skills</p>	<p>Internet Security</p> <ul style="list-style-type: none"> • Understand computer and internet security threats • NetSafe and Hector's Word websites • Risks for social networking sites • Anti-virus, spam and malware issues • Parental controls 	<p>Photo Books</p> <ul style="list-style-type: none"> • Backing up important data to an external hard drive • Creating a photo book using Vistaprint • Using the online software • Creating the Photo Book • Getting the Photo Book ready for printing