



Widney U3A

Computer Studies

NEW COURSE NOVEMBER 2018

IMPROVERS

We are pleased to announce the start of a new **Improvers Computer Course** designed for members, who would like to learn how to use a computer and improve their skills in a variety of applications.

Through the generosity of Tudor Grange Academy, Solihull we will have access to one of their computer rooms free of charge and they may be able to provide Duke of Edinburgh students to act as coaches

The weekly sessions will be held in the **LRC in CHESTNUT BUILDING**, Tudor Grange Academy, Dingle Lane, Solihull B91 3PD.

Meetings will be between **4.00pm & 6.00pm on Thursdays**. The programme has been designed to give members skills to use a computer for a variety of tasks and in particular to do word processing, send e-mails, use the internet and work with photo images and become familiar with other software packages

Sessions will run for **10 sessions** between: **Thursday 15th Nov and Thursday 31st Jan 2019**

Topics likely to be covered *Advanced Word Processing, Mail Merge, Using e-Mail Cc & Bcc, Attachments, Making Videos From Camera Images, Advanced PowerPoint Presentations And Excel Spreadsheets, Making Videos With Windows Movie Maker, Making Sound Recordings With Audacity, And Editing Digital Photos Using Picasa 3, The Internet And Its Use For Everyday Tasks, Skype For Video Chats And Advice On Keeping a Computer Healthy Together With Advice On Free Computer Programs. Windows 10*

The sessions will be tutored by **Bob Ireland**, who is a retired ICT teacher from Tudor Grange and a member of U3A Solihull Widney and may be helped by other U3A members.

Learning how to use a computer is about practice and confidence, so after each session, members will have to practise what they have learnt. Inevitably, someone will have a question and so some Solihull Widney U3A members may be available to act as mentors during the sessions

Hopefully there will also be student helpers from Tudor Grange Academy who are volunteering as part of the Duke of Edinburgh Award.

There will be a limited number of places on this course (15 max)

The room is free of charge, however we will need to cover the cost of USB memory sticks, materials and handouts, so there will be a fee of **£10** for the ten week programme, **payable on 15th November 2018**

Anyone wanting to join this new group should contact:

Bob Ireland (0121 745 6471 – rjireland.ri@gmail.com)