



**Widney U3A**

**Computer Studies**

**NEW COURSE November 2018**

**Beginners**

We are pleased to announce the start of a new **Beginners 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 Wednesdays**. The programme has been designed to give members Basic skills to use a computer and the ability 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: **Wednesday 14<sup>th</sup> Nov & Wednesday 30<sup>th</sup> Jan 2019**

**Topics likely to be covered: Starting a Laptop or Desktop Computer , Basics of a computer, Basic Use of Mouse and Keyboard; Simple Word-Processing for Flyers, Letters Labels etc., Formatting Text, using e-mail, making simple videos from camera images, PowerPoint presentations and Excel Spreadsheets, making simple videos, making sound recordings, and editing digital photos, 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.

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 **14<sup>th</sup> November 2018**

Anyone wanting to join this new group should contact: **Bob Ireland (0121 745 6471 – rjireland.ri@gmail.com)**