



NUNAWADING
UNIVERSITY OF THE THIRD AGE

Term 3, 2021

Computer Classes

12 July 2021 – 17 September 2021

No classes Wednesday 18 August to allow attendance at Annual General Meeting

U3A Office & Classrooms

Nunawading Community Hub, 96 – 106 Springvale Road, Nunawading

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IMPORTANT INFORMATION FOR COMPUTER COURSES

Two classes (iPad and iPhone) will run face-to-face in the Nunawading Community Hub in Term 3. All other computer classes will run on Zoom, each using a different Zoom link.

Zoom links will be sent to accepted members before the class

If you are accepted for a Zoom class you will receive an email with the Zoom link for that class. If you are on a waitlist for a class and a vacancy occurs, you will be contacted by email.

Zoom links will be sent to accepted members close to the start of the class and no later than the day before. The same link is used for every week of that class, so make sure you **save the link** where you can find it again.

Join the Zoom class up to 10 minutes early

Just as in a classroom, you need to allow time for the previous class to leave. The class leader can join to set up 15 minutes before the start.

Click the link to join the Zoom class. If you have problems with the link:

- Try **typing in the meeting ID and passcode** – sometimes the link gets ‘corrupted’
- **Email your class leader** for help, but if the class has already started you may miss your class for that session.

Lost your Zoom link? Contact your class leader

The Office Volunteers on the Reception Desk do NOT have details of the Zoom links for computer classes. If the class has already started you may miss your class for that session.

Missing a class? Email your class leader

Please email your apologies to your class leader if you are going to be absent for more than a single class due to illness, travel or babysitting duties. If you are absent for three or more consecutive classes without an apology you may be removed from the class list so someone on the waitlist can join.

Withdrawing from Class? Let the Office know

If you decide to withdraw from a class for whatever reason, please email courseadmin@u3anunawading.org.au or complete an Orange Form and give it to one of our Office Volunteers on the Reception Desk.

Zoom Guides

See our Zoom Resources page (<https://u3anunawading.com.au/learning-online/zoom-resources/>)

U3A Nunawading Inc. is governed by its Constitution, which is applicable to all members and available on our website ([download a copy of the Constitution](#)). The material presented in courses is at the discretion of the Class Leader and does not necessarily reflect the views of U3A Nunawading Inc.

*Committee of Management
U3A Nunawading Inc.*

21COM301: Excel for shares**Type: AZoom Short****Dates: 09/07/2021 - 26/11/2021****Frequency: Weekly Course, Fri 12:00noon - 1:30pm****Location: Zoom****Tutor: Eric Kratzer**

We will teach you to build an EXCEL work sheet suitable for students who are investing in shares. We will create an elegant and useful workbook, at the same time you will learn the basics of EXCEL, It is important that you attend every class and update your workbook every week.

Must have EXCEL program on your computer. Knowledge of EXCEL is not required. Must have a portfolio of stocks, however small. I only teach on Windows based computers, not MAC

21COM303: Photo Editing**Type: AZoom Short****Dates: 13/07/2021 - 17/08/2021****Frequency: Weekly Course, Tue 10:30am - 12:00noon****Location: Zoom****Tutor: Archie Kaan**

Digital photography has given us a lot of scope to modify and perfect our photos, if we know how to In these classes, you will learn how to modify, enhance and bring out the best in most of your collection of photos. You will be pleasantly surprised to see what you will learn (with hands on) how to enrich your photos with just a basic photo editing software. You will also be introduced and taught how to use more advanced level free photos editing software in the last 2 lessons.

You must have good Mouse and Keyboard skills

21COM305: Libre Office**Type: AZoom Short****Dates: 16/07/2021 - 20/08/2021****Frequency: Weekly Course, Fri 9:00am - 10:30am****Location: Zoom****Tutor: Wayne Henry**

LibreOffice is a free and powerful office suite used by millions of people around the world. It has a clean and intuitive interface with many feature-rich tools, making it both powerful and easy to use. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing). This will be a hands-on course aimed at helping you to unleash your creativity and enhance your productivity. We will concentrate initially on using the word processor (Writer) but will also look at some of the other tools that may be of interest.

You will need to download and install LibreOffice from the LibreOffice.org website onto your own computer.. A guideline for how to do this will be sent to participants prior to the commencement of the course. Participants will also need to be comfortable working with the application whilst also participating in the Zoom call. This can be achieved by either : 1. opening two windows on your computer: one for LibreOffice and the other for Zoom. or 2. participating in the Zoom call on a separate device, such as another computer, a tablet (e.g. iPad) or a smartphone.. Zoom links will be sent to accepted members close to the start of the class and no later than the day before.

21COM307: Travel with Smart Mobile Device

Type: AZoom Short

Dates: 06/08/2021 - 20/08/2021

Frequency: Weekly Course, Fri 1:30pm - 3:00pm

Location: Zoom

Tutor: Wayne Henry

This course will outline a number of tips and tricks to make the most of your smart device (iPhone, iPad, smartphone or tablet) when travelling. Use it to find and book accommodation and make travel arrangements on the go. Check the weather, keep track of your expenditure, and use it as a map or as a language translator. Keep in touch with family and friends back home. This course will also cover security and tips on how to keep your information safe in a potentially hostile environment.

This course is based on using an iPad, however, most of the information is potentially relevant for other brands of tablets (such as Samsung, HTC, Bauhn, etc). Participants must have a fully charged device, must be familiar with how it works and be competent in navigating around it and downloading and using Apps.

21COM309: iPad for Beginners

Type: Short Course

Dates: 14/07/2021 - 11/08/2021

Frequency: Weekly Course, Wed 1:30pm - 3:30pm

Location: Studio 5 96 - 106 Springvale Road Nunawading

Tutor: Tony Widdows

Our return to classroom computer classes includes this iPad course for beginners. In the five sessions we will go through the basics of what these amazing little computers can do for us, such as: connecting to the iCloud, using internet search, connecting to your email account, taking, viewing, editing and storing photos, listening to music, watching videos and more, while staying safe online.

No pre-requisites. Just bring your iPad fully charged. This course is for absolute beginners; it would not really suit those who are looking for advanced tips and tricks. Members who enrol will get detailed joining instructions prior to the first class.

21COM311: Introduction to iPhone

Type: Short Course

Dates: 25/08/2021 - 15/09/2021

Frequency: Weekly Course, Wed 1:30pm - 3:30pm

Location: Studio 5 96 - 106 Springvale Road Nunawading

Tutor: Helen Smith

Learn to use your iPhone effectively. Learn to manage your mobile data usage as well as how to share photos, use mail and messaging, manage your contacts and download apps. Tweak the settings to personalise your phone to your own style of working. Topics will be chosen to suit the interests of the group but are likely to include managing photos, listening to podcasts and a range of productivity apps, such as calendars. Explore some of the extensive range of built-in and third party applications that can make your iPhone an indispensable tool and a source of fun as well.

Bring your fully charged iPhone (Apple devices only – not Android) and the password for your Apple ID to each session. This course is aimed at beginners – or those who only use the phone and SMS features. No other previous experience required.

21COM313: Questions and Answers

Type: AZoom Short

Dates: 15/07/2021 - 16/09/2021

Frequency: Weekly Course, Thurs 1:00pm - 2:30pm

Location: Zoom

Tutor: Helen Smith

In these sessions, I will attempt to answer your computer questions on any topic you need help with. (However, I will remind you that my experience is mostly with Windows (10), iPhones and iPads, as well as Microsoft Office software and security issues.) I would appreciate an email with your questions prior to the session as this will allow me to prepare and group related questions together. However, if time permits I will answer questions on the spot. The online 'notice board' will continue to be used to advise the topics requested, so you can choose to attend or not. Class limits have been set high, so you can enrol even if you just want to attend one session.

Zoom links will be sent to accepted members close to the start of the class and no later than the day before.

21COM315: Android Phones: Basics and Beyond

Type: AZoom Short

Dates: 14/07/2021 - 15/09/2021

Frequency: Weekly Course, Wed 3:00pm - 4:30pm

Location: Zoom

Tutor: Dennis Bareis

Want to show your grandkids how it's done? There are no silly questions. If you are prepared to participate by asking questions then I'll be happy to explain it in more detail. Whether you are experienced or a complete beginner, you can expect to gain new Android knowledge to make better use of your smartphone or tablet. Learn how to solve some of your own issues and know where to go to for extra information or help. The last 15 minutes of each session will be a dedicated question time for answers or solving any problems you might have.

You will need an Android Smartphone or Tablet (NOT an Apple iPhone or iPad) to practice and follow along on during the course. Ideally you would have a Windows or Mac computer (or at least a second device with a larger screen) for the zoom session (or you may need to zoom in and out and scroll to follow my screen sharing!). Remember, you will be following along on your Android device while zooming. Zoom links and instructions will be sent to accepted members close to the start of the class and no later than the day before.

21COM317: Windows 10/11 Basics and Beyond

Type: AZoom Short

Dates: 15/07/2021 - 16/09/2021

Frequency: Weekly Course, Thu 3:00pm - 4:30pm

Location: Zoom

Tutor: Dennis Bareis

Want to show your grandkids how it's done? There are no silly questions. If you are prepared to participate by asking questions then I'll be happy to explain it in more detail. Whether you are experienced or a complete beginner, you can expect to gain new Windows knowledge to make better use of your computer. Learn how to solve some of your own issues and know where to go to for extra information or help. The last 15 minutes of each session will be a dedicated question time for answers or solving any problems you might have.

You need a Windows 10 computer. Instructions for joining the Zoom course will be sent to enrolled members before the first class. Zoom links will be sent to accepted members close to the start of the class and no later than the day before.
