Term 1, 2022
COMPUTER COURSE GUIDE

February – April, 2022

COVID-19 Restrictions: *This guide is based on there being no class size restrictions in place at the Hub at the time classes commence in February 2022. Any changes required by Whitehorse Council will be notified before your first class. Members are required to adhere to any vaccination and mask wearing restrictions covering access to the Nunawading Hub and other venues at the time of classes.*

U3A Office & Classes

Nunawading Community Hub, 96 – 106 Springvale Road, Nunawading

Postal Address
P.O. Box 322, Nunawading 3131

Computer courses are on Zoom unless otherwise noted

U3A Nunawading Inc.	**Phone: 03 9878 3898**
ABN 13 738 482 624	**General Email:**: admin@u3anunawading.org.au
Reg No A0021951Z	We**bsite:**: u3anunawading.com.au

IMPORTANT INFORMATION
FOR COMPUTER COURSES

Enrolments: Enrol online at https://u3anunawading.com.au/members/ . If you are unable to enrol online, you may collect an enrolment form from the U3A Office and return it for processing.

Fees: The 2022 Membership Fee for returning 2021 financial members is $50. The 2022 Membership Fee for new members and previous members who were not financial in 2021 is $60. This fee enables you to attend classes with no additional payment unless specifically noted in the Course Guide.

Acceptance into Classes: If you are on a waitlist for a class and a vacancy occurs, you will be contacted by email (or phone if you do not have email). **Please do not attend a class unless you are advised that you have been accepted into that class.**

Class Selection Limit: Initially, you will only be able to enrol in **THREE** classes. This limit does not apply to Computer Classes, Summer School or Volunteering. This limit will be lifted on the **6th December, 2021**.

Restricted Classes: Some classes have a restriction due to high demand. Therefore, you will only be able to enrol in one Restricted class within a course group. These classes are marked with an 'R' in the course code.

Attendance: As many classes have waitlists, please do not enrol in a class unless you expect to attend most of the sessions. If you are going to be absent due to illness, travel or babysitting duties, please let us know so that we can make a note on the roll. If you are absent for three or more consecutive classes and we have not heard from you, you may be removed from the class list. Apologies can be marked by you on the roll in advance if you know you are going to be absent or by emailing admin@u3anunawading.org.au or telephoning the office on **9878 3898**.

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.

Withdrawal from Class: If you decide to withdraw from a class for whatever reason, please complete an Orange Form, available from the reception desk, or email courseadmin@u3anunawading.org.au

Zoom Guides

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

Heat Policy: Classes may be cancelled or modified in accordance with our policy.

U3A Nunawading Inc. is governed by its Constitution and Policies, which are applicable to all members. Copies are available from our Nunawading Community Hub office and our website. 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., November 2021

About U3A Nunawading Inc.

U3A Nunawading Inc. is a wholly volunteer-run, not-for-profit organisation providing low-cost learning opportunities for *retired and semi-retired members of the community* to encourage them to stay active and engaged. No one working at U3A Nunawading is paid.

Please consider sharing your skills and knowledge to assist in its operation.

Volunteering opportunities include Reception, Social Committee, Communications & Publicity Committee or Committee of Management. (*Office Duty involves volunteering for one or two half days per month on our Reception Desk at the Nunawading Community Hub. Committees generally meet monthly*). If you would like to volunteer simply enter the appropriate Volunteer code when you enrol or on the New Member or Re-enrolment form or ask at Reception.

COMPUTERS AND DIGITAL TECHNOLOGY

22COM013: Questions and Answers   **Type: Long Course**

Dates: 10/02/2022 - 24/11/2022   **Weekly Course, Thu 1:00pm - 2:30pm**

Location: Zoom   **Tutor: Helen Smith**

This course is open for new enrolments anytime. 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. Some of these sessions will be combined with one or two-week presentation sessions such as 22COM113 Security Audit and 22COM103 Backup your Computer so if you are enrolled in this class you don't need to enrol in these other sessions.

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

22COM101: Android Phones: Basics and Beyond   **Type: Zoom Short**

Dates: 10/02/2022 - 07/04/2022   **Weekly Course, Thu 2:00pm - 3:30pm**

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.

    Prerequisites: 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.

22COM103: Backup your Computer   **Type: Zoom Short**

Dates: 31/03/2022 - 07/04/2022   **Weekly Course, Thu 1:00pm - 3:00pm**

Location: Zoom   **Tutor: Helen Smith**

Backups are essential for recovering from hardware disasters and hacking attacks. But it's easy to put off those essential backup tasks until it's too late! This two-week session, coinciding with World Backup Day, will step you through the types of backups you need, show you how you can take backups using the inbuilt Windows tools and illustrate alternative free tools. We will explore ways of scheduling backups to simplify the task Topics: Why backup, the 3-2-1 backup rule, image vs file backups, preparing to backup, backing up with Macrium Reflect free version, scheduling your backups, creating rescue media, checking your backups worked, reinstalling from a backup.

    Suitable for everyone who uses a Windows computer. Note that this two-week session will be combined with 22COM013 Questions and Answers (Q&A), so if you are enrolled in the Q&A session you don't need to enrol in this session. Prerequisites: You will need at least one external (USB) hard drive with at least twice the capacity of your internal hard drive.

22COM105: Genealogy Online | **Type: Zoom Short**

Dates: 09/02/2022 - 06/04/2022 | **Weekly Course, Wed 10:00am - 11:30am**

Location: Zoom | **Tutor: Dennis Bareis**

Using mostly free online (and some computer/phone based) tools investigate your family tree with dedicated Q&A for your research problems. Course includes finding deaths/children/relationships (Ryerson Index, MyTributes etc), graves (including FAG, BG, ACI), or BDM registries (birth, death, marriage records). Google (and newspaper) searches will be covered as will sundry other research sites such as FamilySearch, AncientFaces & WikiTree (free tools). I will mention Gramps as a good free computer-based tool and use Google Lens on phone images to extract the text and send to my computer. I will demonstrate my use of "papaly.com" as a bookmarking tool as well as well as the free COPYQ clipboard program and the genealogical related manipulations I have programmed it to do (happy to share this)

Prerequisites: You will need to have a device for zoom, please use the device with the largest screen you have for best viewing of the shared content. Zoom links and instructions will be sent to accepted members close to the start of the class and no later than the day before.   I reserve the right to cancel a course with less than 4 members, so get your friends to join also!

22COM107: iPad for Beginners | **Type: Short Course**

Dates: 15/02/2022 - 15/03/2022 | **Weekly Course, Tue 2:00pm - 4:00pm**

Location: Studio 4 NCH | **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 the Safari browser, using your email account, taking, viewing, editing and storing photos, listening to music, watching videos and more, all while staying safe online.

Just bring your iPad fully charged. Please update your iPad's software to iPadOS 15. If you don't know how to do this, we will cover it in the first lesson. This course is for absolute beginners; it would not really suit those who are looking for advanced tips and tricks. WIFI is available in the classroom. Members who enrol will get further detailed joining instructions prior to the first class.

22COM108: Introduction to iPhone | **Type: Short Course**

Dates: 22/03/2022 - 10/05/2022 | **Weekly Course, Tue 2:00pm - 4:00pm**

Location: Studio 4 NCH | **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. Note: This course is dependent on COVID restrictions allowing us to run these sessions face-to-face

Bring your fully charged iPhone (Apple devices only – not Android) and the password for your Apple ID to each session. Please update your iPad's software to iPadOS 15. If you don't know how to do this, we will cover it in the first lesson. WIFI is available in the classroom. This course is aimed at beginners – or those who only use the phone and SMS features. No other previous experience required. Members who enrol will get further detailed joining instructions prior to the first class.

22COM109: Libre Office
Dates: 11/02/2022 - 07/04/2022

Location: Zoom

Type: Zoom Short

Weekly Course, Fri 9:00am - 10:30am

Tutor: Wayne Henry

LibreOffice is an open-source suite of office applications, widely used around the world, that can be used as an alternative to Microsoft Office. It is free to download and use. It includes a word processor (Writer), spreadsheet (Calc), presentation package (Impress), drawings and flowcharts generator (Draw) and a database (Base). The course is intended to be hands-on: to help you navigate the program and understand how you can use the various apps in everyday life. We will begin by looking at the word processor (Writer) but will also look at other apps in the suite depending upon participants interests.

Prerequisites: 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.

22COM111: Photo Editing (Term 1)
Dates: 08/02/2022 - 15/03/2022

Location: Zoom

Type: Zoom Short

Weekly Course, Tue 10:00am - 11:30am

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.

Prerequisites: You must have good Mouse and Keyboard skills

22COM113: Security Audit
Dates: 10/02/2022 - 10/02/2022

Location: Zoom

Type: Zoom One Day

1 Day Course, Thu 1:00pm - 3:00pm

Tutor: Helen Smith

How safe are you online? This session will help you review your online security and the areas where you need to take more action. A good starting point for identifying the security classes you should attend.

Suitable for everyone who connects online from any device. Note that this single session will be combined with 22COM013 Questions and Answers (Q&A), so if you are enrolled in the Q&A session you don't need to enrol in this session. Recommended not only for members new to online security sessions, but also for those who have attended classes previously.

22COM115: Windows 10/11 Basics and Beyond
Dates: 11/02/2022 - 08/04/2022

Location: Zoom

Type: Zoom Short

Weekly Course, Fri 10:00am - 11:30am

Tutor: Dennis Bareis

Want to show your grandkids how it's done? 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 questions & answers or solving any problems you might have.

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