



Computers & Digital Technology

Course Guide 2025 Terms 3 and 4

12 June 2025

U3A Nunawading Inc. is a wholly volunteer, not-for-profit organisation, supporting positive ageing by providing opportunities for learning, exercise, and social interaction for retired and semi-retired members of the community.

Our website may be accessed via the QR code opposite:



<https://u3anunawading.org.au/>

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COMPUTERS AND DIGITAL TECHNOLOGY

25COM001: Anything about Windows Computers

Dates: 04/02/2025 - 25/11/2025

Location: Zoom

Type: Long Course

Weekly, Tue 2:30pm - 4:00pm

Course Leader: Dennis Bareis

Do you know everything you need to know about your Windows desktop or Laptop? If not, this Zoom course, running all year, may be just what you need. Learn how Windows is evolving, what settings you should change, and how to get out of trouble! This course includes the Windows operating system and the Apps/Programs you may be interested in using. Not only will you learn from the syllabus, but you are also invited to put any Windows-related question to the Leader. The Leader will send you his email address when the course starts. This course is open for new enrolments anytime during the year.

This is for Windows computers, not Apple Macs. Zoom links and instructions will be sent to accepted members prior to the start of the class. The Leader reserves the right to cancel a course with less than 4 members, so get your friends to join also. There will also be some days when the Leader won't be able to teach (on holidays, sick etc): members will be informed as early as possible prior if that occurs.

25COM003: Questions and Answers

Dates: 06/02/2025 - 20/11/2025

Location: Zoom

Type: Long Course

Weekly, Thu 1:00pm - 3:00pm

Course Leader: Helen Smith

In these sessions via Zoom, I will attempt to answer your computer questions on any topic you need help with. (possible exception, Android devices). 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.

Suitable for everyone who goes online, whether by computer, tablet or smartphone. Zoom links will be sent to enrolled members prior to the start of the class. Class is cancelled one week per month due to Committee of Management meetings.

25COM301: Alternatives to Windows 10

Dates: 29/07/2025 - 19/08/2025

Location: Studio 4 NCH

Type: Short Course

Weekly, Tue 2:00pm - 4:00pm

Course Leader: Helen Smith

Windows 10 will no longer be supported from 14 October 2025. While Windows 10 will continue to work, the security risks will increase. What should you do? We will discuss the issues with continuing to use Windows 10 and explore the pros and cons of alternatives including changing the computer; changing the operating system or ditching a computer altogether.

Suitable for anyone with a Windows 10 computer that won't upgrade to Windows 11.

25COM303: Android Smartphones for Advanced Users

Dates: 22/08/2025 - 12/09/2025

Location: Studio 3 NCH

Type: Short Course

Weekly, Fri 1:00pm - 3:00pm

Course Leader: Tom Wong

This course is for those who wish to learn more about preventing the Tech giants like Google, from tracking you when using your mobile. Users will learn to turn on/off certain settings in their mobiles. We will attempt to assist users of all Android mobile makes and models but be aware, class attention will focus on the common mobile functions, namely those related to Samsung models. This is not a beginners course and students are deemed to have a basic understanding on how to use their mobiles. We suggest beginners should have at least attended an Android Beginners course first (as is being offered in Term 4) to get themselves acquainted with the very basic functions and personalisation of your Android mobile. This course will focus mainly on making changes on your mobile settings and backups.

Pre-Requisites: You will need to bring a fully charged Android phone (not Apple iPhone or iPad). Attendees should have completed a beginners course prior to selecting this advanced course. If not, you may experience difficulties in understanding simple mobile concepts that we will be discussing during this advanced course. Please have details of all your private email addresses and passwords, mobile pin etc on hand (discreetly written down on paper), in case you need to use it in class. Past class experiences show some attendees could not access certain features on their mobile, as they fail to remember their pin or access codes, as a family member had helped set up their mobile initially.

25COM305: Discovering Free Google Tools

Dates: 25/07/2025 - 15/08/2025

Location: Studio 3 NCH

Type: Short Course

Weekly, Fri 1:00pm - 2:30pm

Course Leader: Andrew Ip

When you sign up to a Google account, you open up a whole lot of online tools beside sending and receiving emails. These tools range from Office essential software to entertainment platforms, and most of these tools are free. This course will show you a number of tools available from the Google platform. You will have the opportunity to try out these tools and find out how they can help with your digital learning adventure.

Pre-Requisites: Please bring your fully charged laptop or tablet to the class. This class will need everyone to access the internet so make sure your device can access Wi-Fi. Wi-Fi is available in the Hub.

25COM307: Keep Safe Online

Dates: 26/08/2025 - 16/09/2025

Location: Studio 4 NCH

Type: Short Course

Weekly, Tue 2:00pm - 4:00pm

Course Leader: Helen Smith

Going online can seem like a separate world, with "baddies" lurking around every corner. Learn the key ways to keep safe so you can enjoy the wonderful new things on offer online. We'll talk about strong passwords and why you need them; two-factor authentication and why you need it; how to read a web address so you know when the baddies are misdirecting you; settings you should turn on and more.

Suitable for everyone who connects online by computer, smartphone and/or tablet

25COM309: Making a digital photo album (T3)**Dates: 23/07/2025 - 20/08/2025****Location: Studio 5 NCH****Type: Short Course****Weekly, Wed 2:00pm - 4:00pm****Course Leader: Meg Lowery**

A photo album is a beautiful way to show off your photos to friends and family. It also makes a wonderful gift. Find out how to use the popular program 'Albumworks', which is free to download and not difficult to understand. In 5 weeks you will be guided step by step on how to arrange your photos and ways to personalize your album. Your finished album will be reasonably priced, on average about \$70 for size 20cm x 20cm (40 pages) or about \$90 for 30cm square (also 40 pages). In this course you will be guided through making a practice album in class using your own photos and experimenting with ways to layout your photos and adding personal touches. We'll think about who the photobook is for and choose the photos and layout to suit. We'll explore using various backgrounds for the pages and designing a theme to make a professional-looking album.

Pre-Requisites: You will need to be confident with your computer, know how to make folders, to save your photos and how to open and close programs. You will need to bring a laptop computer to class. (iPads and Android tablets are not suitable). Larger screens are better as the program has a lot of detail and you will want to see your page clearly. You could try to download the software before the first class. Go to the website 'albumworks.com.au' and click the 'Create Now' button.

25COM311: OneNote-share notes across your devices**Dates: 04/09/2025 - 18/09/2025****Location: Studio 3 NCH****Type: Short Course****Weekly, Thu 2:00pm - 4:00pm****Course Leader: Tony Widdows**

OneNote is Microsoft's free but very capable note-taking App which works on Windows, Mac, iPhone, iPad and Android devices. Use it for simple to-do lists or to keep track of many aspects of your life. Have separate notebooks for personal, finance, hobbies, U3A courses you attend, anything. Each note can hold web clippings, text, handwriting with a stylus or finger, videos, photos and voice recordings - almost anything. Make a note with your finger on a phone and access it on your computer or tablet later.

Pre-Requisites: Suitable for anyone who wants to use notes on any type of device. Bring your laptop (preferably), and your tablet or phone if you wish. You will need to have or create a free Microsoft account (you don't need a Microsoft 365 subscription), and to bring your login details with you. If you use a Windows computer you will already have a Microsoft account. Please also download the OneNote App on your devices.

25COM313: Scams**Dates: 22/07/2025 - 22/07/2025****Location: Studio 4 NCH****Type: One Day****1 Day, Tue 2:00pm - 4:00pm****Course Leader: Helen Smith**

Australians aged 55 and over lost almost \$160 million to scammers in 2024. While this is down on 2023 figures, this is still alarming. People aged 65 and over reported the highest losses, and these losses steadily increased with age. Scammers use all types of sneaky tactics to trick you into parting with your money, but knowing what to look out for can help you spot the signs. In this session, we'll share examples to illustrate these sneaky tactics and draw some general rules for keeping safe from scams.

Suitable for everyone who connects online by computer, smartphone and/or tablet

25COM315: Windows Refresher-the Basics and Beyond**Dates: 24/07/2025 - 28/08/2025****Location: Studio 3 NCH****Type: Short Course****Weekly, Thu 2:00pm - 4:00pm****Course Leader: Tony Widdows**

This course is for those who have previously used a Windows computer but are now “rusty” and wish to update their skills. We will emphasize what you can use your PC for, including its safe use for accessing websites, emailing and storing your photos and documents. If you have previously attended a recent related course, you are welcome to enrol as we will be extending our knowledge further.

Pre-Requisites: The course assumes you are familiar with using a mouse and keyboard. Please bring your (charged) Windows (not a Mac) laptop computer and mouse (or inbuilt trackpad if you prefer). And make sure you can log into your computer. Power can be made available if your PC will not hold sufficient charge. WIFI is available in the Hub.

25COM401: Android Smartphones for Beginners (T4)**Dates: 10/10/2025 - 31/10/2025****Location: Studio 3 NCH****Type: Short Course****Weekly, Fri 1:00pm - 3:00pm****Course Leader: Tom Wong**

This course is for those who have been struggling with their Android phones and who want to learn more on how to use the very basic functions. We will cover basic phone setup, internet browsing, download apps, email, text messaging, setup contacts and how to use the camera etc. Users who wish to learn more about other mobile functions (e.g. understand scams, data backups, minimise internet tracking, reduce battery drain etc) are encouraged to enrol in the "Android Smartphones for Advanced Users" course being offered in Term 3. Attendees in this class in Term 4 will be shown or taught the very basic common mobile features, so please choose your course preference carefully. This is a short condensed 4 weeks course and attendees should bring along some writing materials (pen & notepad) to record what's been discussed in class and provide useful references when using your mobile at home.

Pre-Requisites: You will need to bring a fully charged Android phone (not Apple iPhone or iPad) Please have details of all your private email addresses and passwords, mobile pin etc on hand (discreetly written down on paper), in case you need to use it in class. Past class experiences show some attendees could not access certain features on their mobile, as they fail to remember their pin or access codes, as a family member had helped set up their mobile initially.

25COM403: Artificial Intelligence (AI) (Term 4)**Dates: 09/10/2025 - 23/10/2025****Location: Studio 3 NCH****Type: Short Course****Weekly, Thu 2:00pm - 4:00pm****Course Leader: Volker Ankenbrand**

Artificial Intelligence (AI) is discussed often in media. In this course we will discuss the original ideas, the current state of development, and perspectives the future may bring. Further we will talk about the application of AI and its various components. We will talk about benefits and risks of this new technology. We use chatbot as a tool to show examples of how this new technology is used. After the course you will understand what AI is, and what components it has. You will be able to use chat bot to play with this new technology and understand the benefits and potential risks.

There are no pre-requisites. You do not need to bring your own devices. Note: This is a repeat of the Term 1 Course.

25COM407: Internet and E-Mail (Term 4)**Dates: 30/10/2025 - 13/11/2025****Location: Studio 3 NCH****Type: Short Course****Weekly, Thu 2:00pm - 4:00pm****Course Leader: Volker Ankenbrand**

Internet and E-Mail are the backbone of modern digital communication. We use them daily, but do we really understand and control these technologies? This course aims to explain in simple terms how these technologies work and based on this understanding we will discuss how to best use the Internet functionalities, what rules should we follow to use the internet safely, what risks should we be aware of when using the Internet, what are the options to maintain privacy. A section of the course will be dedicated to E-mail functionality, which is a basic component of the Internet. Options to manage your emails will be explained and ways how to organise and classify emails will be discussed. After the course you will have the awareness of risks related to your Internet activities, you will understand different Internet protocols, data encryption methods and how to maintain privacy. Additionally, you will have learned differences between different email systems and providers and some strategies of storing and organising your email messages to find important data even years after you received it.

There are no pre-requisites. Note: This is a repeat of the course held in Term 1

25COM408: Making a 2026 Calendar with Albumworks**Dates: 08/10/2025 - 05/11/2025****Location: Studio 5 NCH****Type: Short Course****Weekly, Wed 2:00pm - 4:00pm****Course Leader: Meg Lowery**

Ever wanted to make your own calendar using your own photos? Calendars make wonderful gifts and can be personalised with family information. The cost varies between \$33 and \$43 depending on size, with extra for postage. (There are generous discounts for a first time order.) Go to the Albumworks website for sizes, styles and pricing information

Pre-Requisites: You will need to bring a laptop to class and be confident using it, know how to make folders, to save your photos and how to open and close programs. After visiting the Albumworks website you will need to download the free editor (NOT the online editor) before the first class. Decide on a theme, and collect the photos you have in a computer folder.

25COM409: Travel Apps - Smartphones & Tablets(T4)**Dates: 12/11/2025 - 19/11/2025****Location: Studio 5 NCH****Type: Short Course****Weekly, Wed 2:00pm - 3:30pm****Course Leader: Wayne Henry**

There are many "Apps" available for smartphones and tablets that can make your device a very useful, even indispensable, travel companion. In this short (2 week) course we will talk about travelling and briefly explore a range of Apps available for both Apple and Android devices that can help you: • investigate travel options, plan an itinerary and make bookings. • find and manage accommodation and transport • navigate around unfamiliar places • communicate (language need no longer be a barrier) and keep in touch with family and friends back home • manage your money • keep a record of your adventures – diary, photos and videos, etc. • relax – (Music, movies, books and magazines, or your favourite game) We can also learn a lot from one another, so there will be ample opportunity for participants to ask questions and share experiences and knowledge with one another.