



Computers & Digital Technology

Course Guide 2026 Terms 3 and 4

27 May 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

26COM001: Questions and Answers

Dates: 05/02/2026 - 19/11/2026

Location: Zoom

Type: Long Course

Frequency: 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. 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.

26COM301: Android Smartphones-Advanced Users(T3)

Dates: 28/08/2026 - 18/09/2026

Location: Studio 3 NCH

Type: Short Course

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

Course Leader: Tom Wong

This class 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 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. There will be no handouts in class.

26COM303: Do I need Microsoft 365?

Dates: 10/09/2026 - 17/09/2026

Location: Studio 3 NCH

Type: Short Course

Frequency: Weekly, Thu 2:00pm - 4:00pm

Course Leader: Tony Widdows

Microsoft has increased their charges for their flagship Office 365 subscription service (they use various names for it) and have included some AI capability. Is it worth the cost? This two-week course will survey the types of subscriptions, their benefits, and look at other options, many of which are free.

You do not need to bring your devices to this two-week course. It is suitable both for those who already pay a subscription and those considering purchasing one.

26COM305: Download your phone photos (T3) Course A**Type: Short Course****Dates: 25/08/2026 - 01/09/2026****Frequency: Weekly, Tue 2:00pm - 4:00pm****Location: Studio 4 NCH****Course Leader: Helen Smith**

If you're backing up your photos, trying to create a photo book or just making room on your phone, you'll want to download your photos to your computer. In this two-week course we'll explore the best techniques to download or copy your photos onto your computer that will keep the photo's date and location information. The first week will be a demonstration, the second week will allow for problem solving.

Suitable for Apple and Android phones as well as Windows and Apple computers. Only enrol if you can attend both weeks. *** "Download your phone photos (course B)" is a repeat of this course. You can only be enrolled in one of these two courses.

26COM307: Download your phone photos (T3) Course B**Type: Short Course****Dates: 08/09/2026 - 15/09/2026****Frequency: Weekly, Tue 2:00pm - 4:00pm****Location: Studio 4 NCH****Course Leader: Helen Smith**

If you're backing up your photos, trying to create a photo book or just making room on your phone, you'll want to download your photos to your computer. In this two-week course we'll explore the best techniques to download or copy your photos onto your computer that will keep the photo's date and location information. The first week will be a demonstration, the second week will allow for problem solving.

Suitable for Apple and Android phones as well as Windows and Apple computers. Only enrol if you can attend both weeks. *** "Download your phone photos (course A)" is a repeat of this course. You can only be enrolled in one of these two courses.

26COM309: Getting the most from your iPad (T3)**Type: Short Course****Dates: 30/07/2026 - 03/09/2026****Frequency: Weekly, Thu 2:00pm - 4:00pm****Location: Studio 3 NCH****Course Leader: Tony Widdows**

The September 2025 iPadOS software release has changed how we use our iPads and added many new features. We will cover the basics, showing how it can perform all the functions many of us need, including email, the iCloud, web searching, on-line shopping and banking services, file management and photos.

A refresher and updating course. This is a hands-on course, so bring your fully-charged Apple iPads, and bring your Apple ID and its password.. Please update your iPad software to the latest version it can accommodate. Not for Android devices.

26COM311: Making a digital photo album (T3)**Type: Short Course****Dates: 15/07/2026 - 19/08/2026****Frequency: Weekly, Wed 2:00pm - 4:00pm****Location: Studio 5 NCH****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. There is no class on 29 July

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 should try to download the software before the first class. Go to the website 'albumworks.com.au' and click the 'Create Now' button.

26COM313: Travelling with a Smart Device (T3)**Type: Short Course****Dates: 21/07/2026 - 04/08/2026****Frequency: Weekly, Tue 2:15pm - 3:45pm****Location: Studio 4 NCH****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 3 week class 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.

Pre-Requisites: Participants should bring their own smart device, i.e. smartphone, iPad, Android tablet, etc., and be familiar with its operation. Make sure that the battery is charged.

26COM315: iPad Advanced**Type: Short Course****Dates: 31/07/2026 - 21/08/2026****Frequency: Weekly, Fri 2:00pm - 4:00pm****Location: Studio 3 NCH****Course Leader: Tony Widdows**

This four-week course builds on the basic iPad courses, such as showing how to connect to a Windows PC and to your iPhone, using shortcuts (like programming your iPad), managing a filing system, and using your iPad with Microsoft and Google products

This course is suitable for experienced iPad users who want to get even more from their devices than is covered in the normal iPad courses. It will be assumed that class members have a good working knowledge of their iPad. We will be using iPadOS26 during this course. Please bring your fully charged iPad to class. WIFI is available, or you can use your phone's hotspot

26COM401: Android Smartphones for Beginners (T4)**Type: Short Course****Dates: 09/10/2026 - 30/10/2026****Frequency: Weekly, Fri 1:00pm - 3:00pm****Location: Studio 3 NCH****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 Terms 3 in 2026. Attendees in this Term 4 class 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.

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 setup their mobile initially. There are no handouts in this class.

26COM403: Artificial Intelligence(AI) T4 Course A

Dates: 08/10/2026 - 22/10/2026

Location: Studio 3 NCH

Type: Short Course

Frequency: Weekly, Thu 2:00pm - 4:00pm

Course Leader: Volker Ankenbrand

Artificial Intelligence (AI) is discussed often in media. In this class 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 chatbot 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. *** Please note this course and Course B are the same, so you can only enrol in one of these two course.

26COM405: Artificial Intelligence(AI) T4 Course B

Dates: 29/10/2026 - 12/11/2026

Location: Meeting Room 5 NCH

Type: Short Course

Frequency: Weekly, Thu 2:00pm - 4:00pm

Course Leader: Volker Ankenbrand

Artificial Intelligence (AI) is discussed often in media. In this class 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 chatbot 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. *** Please note this course and Course A are the same, so you can only enrol in one of these two course.

26COM407: Artificial Intelligence-beyond the hype

Dates: 06/10/2026 - 27/10/2026

Location: Studio 4 NCH

Type: Short Course

Frequency: Weekly, Tue 2:15pm - 3:45pm

Course Leader: Wayne Henry

We all need to know more about AI. This course will introduce the topic covering: what is AI? Where and how is it being used today? Can I use it and what can it do for me? Where is AI leading us and what might the future look like? The ethics of AI : why none of us should ignore it.

You do not need to bring devices to this course, but you may wish to take your own notes during each class.

26COM409: Making a 2027 Calendar with Albumworks

Dates: 07/10/2026 - 18/11/2026

Location: Studio 5 NCH

Type: Short Course

Frequency: 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. *** Note: the course will comprise five sessions and will NOT be held on Wed 28 Oct or 4 November

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.