

Computer Group 2012

Training Programme - Series III

Workshops are held on a Friday on the following dates

(AM) session between 09.30am and 12.30am

(PM) session between 02.00pm and 05.00pm

09/12/11 - AM - General query

16/12/11 - AM - General Query & Open morning

20/01/12 - AM - Getting started with Computers Part 1

20/01/12 - PM - General query

27/01/12 - AM - Cancelled replaced by 3/2/12**

27/01/12 - PM - Cancelled replaced by 3/2/12**

03/02/12 - AM - Getting Started - Programmes Part 2

03/02/12 - PM - General Query

10/02/12 - AM - Photos and your Computer

24/02/12 - AM - General query

02/03/12 - AM - Browsing the web safely replaces

09/03/12**

09/03/12 - AM - Cancelled see 2/3/12**

23/03/12 - AM - General Query

30/03/12 - AM - Additional date - General query**

13/04/12 - AM - Email Web based and Client based

20/04/12 - AM - Additional date - General query **

27/04/12 - AM - General query



Charges and Numbers.

Subject and Tutor led workshops - Maximum 10 people

£5.00 for 3 hours, including refreshments and notes.

General Query workshops - Maximum 12 people

£5.00 for 3 hours includes refreshments and use of

internet. A short 20 minute session can also be booked with a tutor to explore individual queries. Also "mini" workshops will be held.

During the general session other assistants are available to provide help.

You can bring your own computer or use those available at the hall.

The small workshop charge covers room rental, internet facilities, refreshments and workshop notes.

All monies go to the Tipton St John Community Hall

Trust, and all tuition and volunteers time is provided

free of charge.

How to find us?

Whichever way you come, we are adjacent to the School and opposite the Church.

We are at the convergence of the roads from Ottery St Mary, Metcombe and Venn Ottery.

From Ottery St Mary, take the B 3174 and turn into Strawberry Lane, follow the road through Fluxton to Tipton St John.

From Sidmouth at the Bowd take the Ottery road, after 1.5 miles turn left into Tipton St John, and head through the village passing The Golden Lion, Village Shop and Garage, continue over the river and the village hall is on the right and its car park is on the left.



Tipton St John Community Hall
Tipton St John, Sidmouth, Devon
Registered Charity No: 1071387

Tipton St John Community Hall



Computer Workshops Programme for 2012

Small Hall, Tipton St John Community Hall
Parking Available

(for more details go to

<http://www.tiptonstjohnvillage.org.uk/page14.htm>)



Demand is high and numbers limited
so it is essential to book your place, to do so

Contact Martin Dace

Telephone: 07909 602 097 or

email: martin@tiptonstjohnvillage.org.uk

or martindace@yahoo.co.uk

Organising & Improving Photographs

Organising and improving photographs is the subject of this workshop. We will look at ways to make your life easier by organising and improving your photos, how to email and see them in a slide show. All of this using basic controls utilising some free software, that can be undertaken by anyone who is prepared to apply themselves for a short while.

Email Beyond The Basics

Most of us send emails, work smarter and save yourself time with all your emails and don't let them become a drudge. Learn to work more effectively with address book functions, multiple emails and groups. Use signatures, what to do with attachments and zipping files. The use of folders to organise and save those important emails.

Better Browsing And Security

Getting drowned in all the information that the Web has to offer?
Why not learn to browse and access important information in a better way, making use of bookmarks and social bookmarks. We also look at sensible searching and note taking, The more you use the internet, it is essential that you do so securely. We look at passwords and how to manage them. Get some peace of mind!

For complete beginners two essential "Getting Started" sessions to familiarise you with your Computer

Getting Started With Your Computer

Recently obtained your new computer then this is the session for you!

In the workshop we will cover; connecting the computer and peripherals, operating system and how you find your way around it using some simple commands you will be able to navigate around with the mouse and keyboard, and understand the hard drive storage system.

How to maintain your computer in a healthy state, and an attempt to de-mistify those annoying "pop up" boxes and **Warning messages!**

Getting Started With Programmes

The second in the "Getting Started" series. What are programmes, which are the most common, how do we download them, and building on the first session how to navigate them. We show you ways to obtain low or no cost programmes that can aid your productivity!

**Got the equipment, read the book but not getting the results you desire?
Let these workshops build upon your basic knowledge,
remove your frustrations and provide a satisfactory result.**



General Query Workshop

Use these sessions to clarify your knowledge from specific workshops, or answer general queries. Bring along and use your own computer, or use our computers. Internet facilities are available for general use.

Because we appreciate that individuals have specific problems you can also book a 20 minute personal session with a tutor.

Meantime you can join the rest of the group and learn from their shared problems, with the help of our assistants.

New for the 2012 programme we will also provide "mini workshops" sessions of approximately 1/2 hour on specific subjects, that the group might feel are useful to them or provide more general computer knowledge.

The list below shows some of the subjects we can tackle,

Scanning, Printing & File Storage

Word Processing matters

Skype and VOIP Programmes

Using Spreadsheets

Using Presentation Software

Portable Computing All You Need On The Move!