

Thinking of  
building your  
computer  
skills?



**You'll need this programme**

## Introduction to Computers

This is a programme designed especially if you have no computing experience and offers a basic introduction to computing essentials, email, internet, word processing, file management, digital imaging and social networking.

**Improve your options and benefit from more computing fun in your leisure time.**

Find out more at  
[www.ckcreap.org.nz/news](http://www.ckcreap.org.nz/news)

**WHEN:**

Mondays 1pm to 3pm  
Tuesdays 1pm to 3pm  
30 April to 26 June 2012  
(17 sessions)

**WHERE:**

CKC REAP Centre  
115 Hakiaha Street  
Taumarunui

**FEE:**

\$5

**REQUIREMENTS:**

Pen and memory stick  
(optional)

**CLOSING DATE:**

Friday 27 April



# PROGRAMME CONTENT

## Introduction to Computers

- Session 1-2: **Computing Essentials** - Turning the Computer on, Parts of a Computer, using the Keyboard and pointing, clicking, dragging and scrolling using the Mouse. Identify the Windows, Bars, Buttons, Minimise, Maximise and Restore, Opening and Closing programs.
- Session 3-4: **File Management** - Creating, copying, pasting, moving, renaming files, folders and documents. Terminology, turning the Computer off and an activity sheet.
- Session 5-7: **Word Processing** - Open, Save and Close a file, Create a document and folder. Changing Text within a document - Selecting, Formatting, Copy, Paste, Move and check spelling. Edit Graphics, Insert Clip Art, Print, Print Preview, Undo and Help.
- Session 8-10: **Email Basics** - What is Email? Gmail features, advantages and the Gmail window. Set up a Gmail Account, add and edit contacts and edit my mail settings. Compose an email, add an attachment and create my signature. Reading emails, opening attachments, replying, forwarding, adding a star, viewing conversations and creating a vacation reply. Deleting messages, archiving, applying labels, adding filters and using Gmail's search feature.
- Session 11-12: **Internet Basics** - Search the internet for information and evaluate resources for accuracy and usefulness. Understand various computer and internet security threats, and keep children safe online.
- Session 13-14: **Digital Imaging** - Transfer photos from camera, deleting photos from camera and computer, burn photos to CD/DVD and sharing photos.
- Session 15-17: **Social Networking** - Learn about social networking and using Skype, Windows Live Messenger and Facebook to communicate and how to stay safe online.