Block 2—Continued

Mar 4th	Spread-sheets / Data-bases Part 1	Guidance for new and inexperienced users of MS Excel or LibreOffice Calc on the basics required to set up, create and edit simple spreadsheets, data-
Mar 11th	Spreadsheets Part 2	Using more complex formulae, relative and absolute addressing, managing large and multiple spreadsheets, and other advanced techniques
Mar 18th	Q&A, Hints, Tips & Tricks	Open house to bring along your problems and queries, and to look behind some of the lesser known areas e.g. in the Control Panel

Neil Ashton

neilka@btinternet.com

www.cockfieldcomputercircle.org.uk

Education
Advice
Guidance

Cockfield Computer Circle

Cockfield Computer Circle 2018-19 Programme

November 5th 2018—March 18th 2019

For further information and to sign up for specific sessions, please contact Neil Ashton, neilka@btinternet.com

Tel: 07900 880 888 or 01284 827238

Programme information can be found at
www.cockfieldcomputercircle.org.uk

The Cockfield Computer Circle (CCC) sets out to help participants improve their computing knowledge and gain confidence in carrying out common tasks. This is achieved through a combination of teaching and sharing of experience amongst participants in a relaxed environment. Some topics are aimed at beginners seeking to learn new skills and gain more confidence in using a computer; other topics are aimed at the more experienced user seeking to push their knowledge a little further.

The sessions will be based on Windows 10.

Sessions are held on Mondays in the Ivy Room at Cockfield Hall, from 2.30 to 4.30. A donation is invited of £1 per person per session.

Participants should bring their own laptops and there are 8 desktops in the facility.

The Programme is divided into 2 blocks. Block 1 is aimed at beginners seeking to develop their skills in the most common PC tasks. Also those in need of a refresher can dip into selected sessions. The second block includes sessions which go a little deeper into some of the topics from the first block, as well as introducing some new topics.

The schedule is subject to change depending on demand.

Block 1—Foundation Skills

Nov 5th	Beginners Part 1 Getting started with Windows 10,	The first 2 sessions are aimed at those who are new to using a computer. They will focus on the basics of using the PC, the start menu, carrying out simple tasks, general orientation. The remaining sessions in the Block then build on these basics.
Nov 12th	Beginners Part 2	Both sessions will provide ample opportunity to practice.
Nov 19th	File Management Part 1	Including organising files and folders; backing up and restoring critical data; recovering from errors and loss of data
Nov 26th	File Management Part 2—Cloud Storage Services	Review of Part 1; how to back up important data; using Cloud storage services such as Dropbox
Dec 3rd	Using the Internet	Guidance and tips on using the internet safely. Making use of tabs and bookmarks. How to get the most from using the search engine
Dec 10th	Creating labels	Creating labels - e.g. for Christmas cards
Jan 7th	Email	Setting up and using email; sending & receiving, organising emails and addresses. Configuring email programs such as Windows Live Mail and Thunderbird
Jan 14th	Document Editing Part 1	Guidance for on the basics required to set up, create and edit documents using MS Word or LibreOffice Writer

Block 1 Contd.

Jan 21st	Digital Photography and the PC	Downloading, organising, manipulating, and sharing digital images.
Jan 28th	Block 1 Review	Review of main topics and issues from Block 1

Block 2— Building on the Basics

Feb 4th	iPad / iPhone Part 1	iPad / iPhone basic operations and settings; tips on how to get the most from the device; favourite apps, linking calendar, contacts etc.
Feb 11th	iPad / iPhone Part 2	Part 2 will focus on using the camera and organising images; using iTunes / iCloud; Synchronisation and connectivity; accessories & special uses
Feb 18th	Document editing Part 2	Additional features of Word and LibreOffice Writer such as styles, outlines and other useful functions
Feb 25th	Buying and selling on eBay	Comprehensive guide on how to buy and sell items on eBay, and practical guidance on what to look out for when using eBay.