Computer Essentials for the Over 60's

This introductory course helps to get to grips with the computer in an environment that is very friendly and encouraging. The classes are small (approx 10) and there is always a bit of fun over a cup of coffee and a biscuit. So feel free to give us a call if you would like to:

"Get over the 'Fear Factor' of the computer"
"Impress the grandchildren by sending them an email!"
"Shop for a gift on the internet from the comfort of your home"
"Use a digital camera and make a photo album of the grandchildren"

Getting Started

- Getting over the fear factor
- Learning to switch on the computer
- Learning your way around
- Understanding internet and email

Email

- Introduction to emailing
- Viewing and sending emails
- Emailing photos

Internet

- Introduction to the internet
- Search engines and finding things on the internet
- Shopping online
- Radio and media online e.g. News, Cbeebies & games

Customer quote:

"This course has really taken the fear out of computers. Speaking as a complete beginner I have found this course to be particularly beneficial. I now know how to email. So many of us here used to be afraid of using the computer but now, through this course, we have gained the confidence to embrace technology and it has made a tremendous impact on all our lives"

Liam Gillen - one of the first participants in the Computer Essentials course

Time: Monday 10am – 12pm

Duration: 3 weeks

If you have any queries please give us a call on 028 2563 8888

Computer Essentials Plus+ for the Over 60's

The Computer Essentials Plus+ is aimed at those who wish to explore the computer more in depth at an easy pace with plenty of time to mingle with like-minded people in an open and friendly atmosphere. Tea, Coffee and biscuits will be provided. So feel free to give us a call if you would like to:

"Open an attached photo or file"
"Type a letter and save it to the computer"
"Learn what viruses are and how to protect against them"
"Advanced use of the internet and techniques for finding sites quickly"

Using your computer

- Storing & finding files
- Making a filing cabinet
- Viewing your files

Email Plus+

- Viewing your address book
- Viewing your attachments
- Saving your attachments

Internet Plus+

- Search engines
- Shopping online
- Radio and media online

Security

- Viruses
- Protection
- Passwords

Microsoft Word (Typing basics)

- Type a letter
- Organise and store the letter (filing)
- Using Bold & Colours and other useful writing tools
- Printing and emailing documents
- Copying and pasting between the Internet and Word

Time: Monday 10am – 12pm

Duration: 6 weeks

If you have any queries please give us a call on 028 2563 8888