



# COMPUTER PALS for SENIORS TURRAMURRA

TUTORIAL & INTEREST SESSIONS  
AVAILABLE IN 2024



# COMPUTER PALS for SENIORS TURRAMURRA

TUTORIAL & INTEREST SESSIONS AVAILABLE IN 2024  
at a glance

- ANDROID
- WINDOWS BASICS
- PHOTOGRAPHY
- WINDOWS INTERMEDIATE
- EXCEL
- CHAT'S HELP
- DESKTOP PUBLISHING

FILE MANAGEMENT  
ALEX'S WINDOWS CLINIC  
CREATIVE WRITING  
SCANNING PHOTOS & SLIDES  
APPLE MAC & DEVICES  
YOUR RELIABLE PC



# COMPUTER PALS for SENIORS TURRAMURRA

HELP SESSIONS, TUTOR MANY & VARIED, 2<sup>nd</sup> THUR & 4<sup>th</sup> TUE at 2pm

- YOUR CHANCE to bring SPECIFIC QUESTIONS and ISSUES to your TUTORS
- SESSIONS will be for 45 minutes



# COMPUTER PALS for SENIORS TURRAMURRA

ANDROID, TUTOR JOHN, THUR 10 am

- The session is mainly orientated to people with Android phones or tablets
- Topics covered include almost all areas of modern technology
- The session aims to be friendly, supportive and sociable



# COMPUTER PALS for SENIORS TURRAMURRA

WINDOWS BASICS, TUTOR DOROTHY, TUE 10.30 am

- An introduction to W10 and W11
- Settings and Applications, File Explorer and more.
- Taking you through the issues at a pace that suits your style.



# COMPUTER PALS for SENIORS TURRAMURRA

PHOTOGRAPHY & YOUR DEVICE, TUTOR DAVID, MON 4 March

4 weekly sessions

So, I've taken a photo with my camera or phone, what's next?

- what is digital photography?
- how do I take better photographs?
- can I improve the photo after I've taken it?
- where did that photo go?



# COMPUTER PALS for SENIORS TURRAMURRA

WINDOWS INTERMEDIATE, TUTOR DOROTHY, WED 10 am

- Different computer related topics are covered depending upon the needs and requests of the students
- Examples can include; a more detailed look at settings, basic questions on word processing and spread sheets, & more in depth searching of the internet.
- In addition, basic revision of topics will be covered as requested.



# COMPUTER PALS for SENIORS TURRAMURRA

## EXCEL, TUTOR SID, TUE am or pm

It's all about numbers;

- Throw away your calculator. Anything your calculator can do, Excel can do and more! And you can add a description of what the numbers are as you enter them. This is something I wanted when I was using a calculator.
- Making a shopping list? Excel will do it and itemise each entry and calculate the costs for you.
- Excel makes a budget easy to do.
- Excel can be used as a simple data base
- Excel has inbuilt formulas that can let you do many tasks easily and simply.





# COMPUTER PALS for SENIORS TURRAMURRA

## CHAT'S HELP, TUTOR CHAT, THUR (when there is NO HELP SESSION)

- Navigate and use devices and apps.
- Install apps and ensure consistency of operation across multiple devices.
- Set up new devices and transfer data from old devices.
- Resolve issues with sending, receiving and synchronizing emails, and transferring emails from closed email providers.
- Recover lost/locked passwords and accounts.
- Troubleshoot general technical and security problems.



# COMPUTER PALS for SENIORS TURRAMURRA

DESKTOP PUBLISHING, TUTOR SID, TUE am or pm

Use Microsoft Powerpoint or Microsoft Publisher. These will require separate classes.

- Create your own greeting cards, Publisher does this more easily than Power Point, but either can be used.
- Produce your own flyers or ads or certificates
- Publisher can do more than Powerpoint because it has inbuilt templates that can be modified to your needs.
- Publisher can also produce booklets.
- Publisher is more versatile than Powerpoint but is available only in some and more expensive Microsoft Office bundles, whereas Powerpoint is available in all Office bundles.



# COMPUTER PALS for SENIORS TURRAMURRA

## FILE MANAGEMENT, TUTOR ?WHO?, WHEN TBD

- What is the difference between a file and a folder
- How to use Files and Folders
- Should you use the cloud – and how do you do it.



# COMPUTER PALS for SENIORS TURRAMURRA

ALEX'S WINDOWS CLINIC, TUTOR ALEX, every other FRI at 11am

- Alex provides 1:1 sessions to help with Windows.
- Examples include:
  - Understanding the basics
  - Saving/storing files
  - Backing up and/or storing files to the cloud
  - How to use email
  - How to use search engines (eg Google)
  - Basics on Windows applications like Word, Excel etc



# COMPUTER PALS for SENIORS TURRAMURRA

CREATIVE WRITING, TUTOR MARGARET, 1<sup>st</sup> MON of MONTH at 9 am

- Your opportunity to write a creative story once a month
- At the monthly meeting consider other participants stories and provide constructive feedback.
- There is some interest in a Family History group



# COMPUTER PALS for SENIORS TURRAMURRA

## SCANNING, TUTOR BOB, WHEN TBD

- CPST can SCAN / DIGITISE your old photos, slides and negatives.
- LEARN how to work and use the EQUIPMENT with BOB, and produce scanned copies that can be shown to anyone easily
- Bookings via LARAINÉ



# COMPUTER PALS for SENIORS TURRAMURRA

APPLE MAC etc, TUTOR MIKE, TUE PM.

- Find how to make your apple product work for you;
  - MacBook
  - iPhone
  - iPad
- 
- In addition, Mike has a wide knowledge on IT issues



# COMPUTER PALS for SENIORS TURRAMURRA

YOUR RELIABLE PC, TUTOR DEAN, WHEN TBD

An overall review of what is the computer and certain key features

- Connecting to other computers – user accounts
- Good security practice
- Sensible maintenance
- Troubleshooting
- Computing insurance – back ups





# COMPUTER PALS for SENIORS TURRAMURRA

## TUTORIAL & INTEREST SESSIONS AVAILABLE IN 2024

- IF ANY OF THESE SESSIONS INTEREST YOU AND YOU WANT TO FIND OUT MORE ABOUT THEM OR
- YOU ARE INTERESTED IN OTHER AREAS – THEN PLEASE CONTACT A MEMBER OF THE COMMITTEE, or
- PHONE CPST @ 9983 0774, or
- EMAIL; [tcpssec@outlook.com](mailto:tcpssec@outlook.com)