

PAKURANGA SENIORNET – COURSE SCHEDULE - 1st TERM 2012

From 7 February to 5 April

ALL COURSES ARE HELD IN OUR TRAINING ROOM
 at Cascades Storage, 12 Ben Lomond Cres. Pakuranga (off Cascades Rd).
NO PARKING IN THE GROUNDS – PLEASE PARK ON THE STREET.

WE USE ONLY MICROSOFT COMPUTERS

FOR BEGINNERS, THERE ARE 4 CORE SUBJECTS WHICH YOU ARE ASKED TO TAKE IN ORDER.. Do not book in for a course if you are unable to attend all of the sessions

\$5 is charged for all COURSE & WORKSHOP NOTES except for **TAKING THE PLUNGE** – There is **no charge**. For a couple doing the same course 1 x \$5 to be paid – (only 1 set of notes will be issued).
 Enquiries by email doug.mackay@xtra.co.nz or phone 576 4500, but queries only as no bookings will be made this way.

To book in for a course **complete the Booking Slip below**, cut it out and hand it in at the monthly meeting with your payment for the course notes (if applicable) before the start of the course, or post both to - **The Course Co-Ordinator, SeniorNet Pakuranga, P.O. Box 82 306, Highland Park, 2143. Please allow time for the slip to be received (when posting) by at least 3 days before the start of the course.**
 Your course booking will be confirmed.

Please cut along top edge of this form and down the right side to hand in or post.

SENIORNET PAKURANGA – COURSE or WORKSHOP Booking Slip
 Please note that you are expected to attend ALL the sessions of a Course.

NAME(S)..... Memb.No(s).....
 Home Ph No (for confirming your booking)

Please circle the Operating System used by you - Win 98, ME, XP, Vista or Win 7
 and also circle whether your computer is a Desktop or Notebook (Laptop)

Name of
Course..... Dates.....
 or
Workshop..... Date.....

There is no charge for notes for the 1st course - **TAKING THE PLUNGE**
 For a couple doing the same course pay \$5 total – only 1 set of notes will be issued.
 Cheques payable to - SeniorNet Pakuranga Inc.
 Enclosed is \$ Cash or Cheque (Please circle)

PAKURANGA SENIORNET, 1st term 2012 COURSE SCHEDULE

From 7 February to 5 April

<u>CORE SUBJECTS.</u>	<u>DATE</u>	<u>DAY</u>	<u>TIME</u>	<u>Number of Sessions</u>
1). TAKING THE PLUNGE. This course is ‘A must’ for beginners. Learn to use your Computer with confidence. Notes are included at no charge .	Feb 28 Mar 6 & 13	Tues	1pm	3 x 2hr
2). BASIC WORD PROCESSING Using Microsoft Office 2003 or 2007. Please check through your programmes to see which one you have before booking in.	Office 2003 - Feb 13, 20	Mon	9.30am	2 x 2hr
	Office 2007 Mar 5, 12, 19	Mon	9.30am	3 x 2hr
3). WINDOWS – The Operating System Win 95 to Win 7 and beyond. Why you need it and how you make it work for you (includes files & folders).	Mar 14 & 21	Wed	1pm	2 x 2hr
4) INTERNET - Search the Net A requisite is that you have already completed the Windows Course. and EMAIL (Using GMAIL only) Outlook Express will continue in T2	Feb 27	Mon	1pm	1 x 2hr
	Mar 5	Mon	1pm	1 x 2hr
OPTIONAL COURSES AND WORKSHOPS				
SPREADSHEETS – Using Microsoft Office 2003 to 2007 <i>You must be able to ‘Click & Drag’</i>	M/Office 2003 to 2007 Feb 29 & 7 Mar	Wed	1.15pm	2 X 2hr
GENEALOGY Learn how to trace your Family History using the Legacy 7 Programme.	Feb, 13 & 27	Tues	13 th 1pm 27 th 10am	2 x 2hr
PICASA for DIGITAL PHOTOS (prev. named Digital Photos). Transferring Images from Camera to computer, Image Editing & Adding Text	Feb. 9, 16, 23	Thurs	10am	3 x 2hr
CD/DVD BURNING & FLASH DRIVES.	April 4	Wed	10am	1 x 2hr
OPEN OFFICE PRESENTATION A free programme which is a substitute for PowerPoint.	Mar 8, 15 & 22	Thurs	10am	3 x 2hr
Linux – The Open Source (free) Operating System	Feb 8 & 15	Wed	1pm	2 x 2hr