

Digital Photography



My Digital Camera

- See how you can connect your digital camera to a computer, and find where it is
- Safely remove your camera from a computer – so you don't lose any photos

Photo files and folders

- Watch a slide show of the photos on your digital camera, then rotate and delete them
- Copy photos from a digital camera to a memory stick
- Name all the photos in a folder in two steps!
- Upload your photos to Photobox
- Learn how to do the basics with Windows Picture Gallery

Memory sticks



My memory stick

Give yours a name and put useful folders on it for all your photos and letters

My letters and photos

See how your photos and letters can be found on your memory stick and learn how to organise them

Word processing



DIY address labels!

See how easy it is to make your own: Personal address labels & Letterhead

Challenging and useful stuff

Write a formal letter, create an invitation or card or even update that newsletter

My life

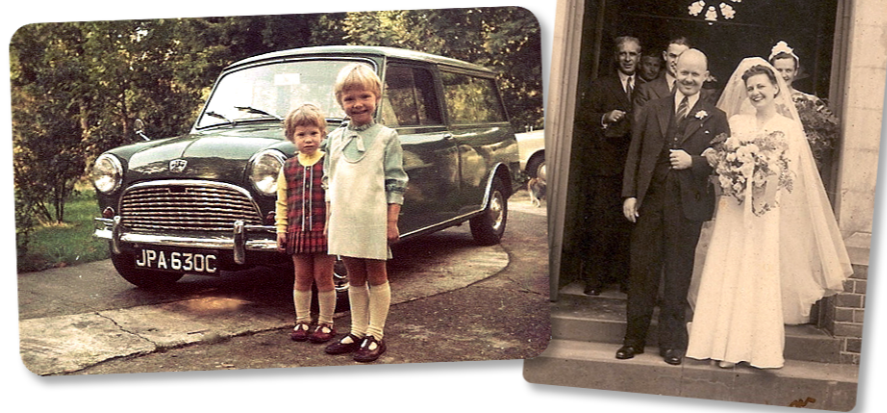
They say everyone has a book in them – so why not write your story? It may take a while but it will be worth it!

Special projects



Personal projects

- **Family Photographs** – create an album of family portraits and special occasions to pass on (with the expert help of your Instructor to scan and tidy those old photos)



- **My personal archive** – use our templates to type in those names and dates and preserve the knowledge you have of your family for the next generation
- **Overcoming physical difficulties** – learn and practise simple routines that will make it easier to use a computer with confidence



Winnie Windows

Technical projects

- **Buying your own laptop or PC** – a little knowledge goes a long way – especially when money is involved. Get some expert advice on how to secure and maintain your laptop
- **Setting the Topsites page as your Internet Explorer homepage** – this is so easy, and is very useful. It may encourage you to practise those lessons at home!
- **Become a "Support Expert"** – learn how to provide accurate information for the "Like to Know" service and set up Skype video conferencing

Courses menu



Choose your favourite courses!

12 week terms of 35 minute lessons with useful posters and guides to "Take Away". And you can always come back for more!



Easy, fun,
one-to-one!

Lessons

Tuesday, Wednesday & Thursday mornings

10.30 - 11.05

11.20 - 11.55

11.55 - 12.30