

Starters

Start here!



- **Using a shared computer**
See how easy it is to log on and off, and find out why the Computer Sharing Centre Computers are so safe
- **How to use a mouse with confidence**
Even if you have used a mouse before, see how robust it is and how to make it work for you – don't be scared of it!
- **Introduction to the Topsites page**
Why search for the best web sites when they are just one click away on the Topsites page? Spend a lesson getting to know the BBC or YouTube – you decide!
- **Introduction to email**
Email is the key to having an "online presence" – find out what this means
- **Passwords**
The real key is your password. But which one should you use and why can't you tell people what it is?



Essentials

Hungry for more?



- **Print**
Learn what a "Print window" is. Print only what you want to print. e.g. emails and parts of a web page
- **Copy and Paste**
This really is an essential skill! Find out why
- **Games**
These can be fun and are good for you even though everyone over 30 sees them as a waste of time!
Solitaire, Spider solitaire, Freecell – Ask yourself, why do children love computers?



Healthy options

Lessons that help protect your eyes and your back when using the computer and are also good for the brain!



- Use the keyboard to control the computer (instead of a mouse) with the help of the **Keyboard Crew!**



- Practise your typing
- Get a 'Stay healthy at the computer' poster!



Main courses

Enjoy!



Always remember that computers only do what **you** tell them to do. Your Instructor is here to help you speak the right language and take things one step at a time

Email



- **Essential email**
Writing a good email, with your signature and larger font size – how do you do it? - Creating, sending, replying, forwarding emails and managing your contacts
- **Managing email**
Learn how to delete old emails or move them to a new labelled folder so they are easy to find
- **Advanced email – Attachments and links**
Learn how to attach a photograph or a letter to a new email and how to save the ones you receive on to a memory stick, copy and paste a link to a webpage so you can share it with a friend and much more...

Internet



- **Internet Explorer**
Gain confidence in "browsing" around web pages and taking in the information you want without getting overwhelmed!
- **Google search - basic**
It looks simple – and yet it is truly amazing, not just because it finds out the things you want to know. But how does it work and what are sponsored links?
- **Google search - advanced**
Planning a trip somewhere? Going on holiday? Searching for something or someone? Try advanced search – it is worth learning how
- **Ecards**
They are fun, they are free - so why not send one and raise a smile?
- **Entertainment**
This *can* be educational, especially if you listen again to that Radio 4 discussion program? Introducing BBCiPlayer and YouTube
- **Shopping**
Step by step, starting with Amazon because they are one of the best. Register, shop, pay – in three lessons!
- **Online Banking**
Almost everyone is doing it – but it is good to know how safe it is and how it works
- **Social Networking**
Facebook – how does it work? Let's find out!



Turn over for more >>