

Stepping UP with Hutt City Libraries

Class Descriptions Term 1 2017

<p>NEW! Photo Editing Basics</p> <ul style="list-style-type: none">• crop and resize your photos• remove minor marks, dirt and other damage• customise colour <p>Prerequisite: Basic computer skills</p>	<p>Computer Basics</p> <ul style="list-style-type: none">• Logging on and computer security• Mouse and keyboard functions• Files and folders, and how to use a USB
<p>Email 1 – Gmail Set-Up</p> <ul style="list-style-type: none">• Setting up a free Gmail account• Navigating around your Gmail account• Contact lists	<p>Email 2 – Using Gmail</p> <ul style="list-style-type: none">• Sending and receiving emails• Sending and receiving an attachment• Creating folders for groups
<p>Word 1 – Word Formatting</p> <ul style="list-style-type: none">• Entering, selecting, and formatting text• Saving your work• Retrieving your work	<p>Word 2 – Creating Documents</p> <ul style="list-style-type: none">• Page layout, spelling and grammar• Copy, cut, and paste• Inserting clip art
<p>Google and the Internet</p> <ul style="list-style-type: none">• Using the Google search engine• Understanding links• Copying text and pictures	<p>Digital Design (Publisher)</p> <ul style="list-style-type: none">• Create a simple document using a template• Customise colour and font• Format text boxes
<p>Trade Me</p> <ul style="list-style-type: none">• Creating an account• How to buy and sell• Reserve prices and auto bidding	<p>Home Finances (Excel)</p> <ul style="list-style-type: none">• Pros and cons of banking online• Creating a basic household budget using Excel
<p>Introduction to Social Media</p> <ul style="list-style-type: none">• Facebook• Google+• Twitter• LinkedIn	<p>Facebook</p> <ul style="list-style-type: none">• Create a Facebook account• Posting to your wall• Accepting and sending friend requests• Sending private messages
<p>Digital Photos</p> <ul style="list-style-type: none">• How to transfer photos to a computer• How to attach, send and store photos	<p>Introduction to Slideshows (PowerPoint)</p> <ul style="list-style-type: none">• Create a basic presentation• Slide design and layout• Insert text, pictures, videos and music• Slide transitions

