

Stepping UP with Hutt City Libraries - Class Timetable Term 2 2018

Week starting	War Memorial Library Mondays 1pm-3pm	Taita Library Tuesdays 12noon-2pm	Stokes Valley Library Wednesdays 10am-12noon	Wainuiomata Library Wednesdays 1pm-3pm	Naenae Library Thursdays 11am-1pm	Petone Library Fridays 10am-12noon
30 April	30 April Computer Basics	1 May Computer Basics	02 May Computer Basics	02 May Computer Basics	03 May Computer Basics	04 May Computer Basics
07 May	07 May Email 1	08 May Word 1	09 May Email 1	09 May Google & the Internet	10 May Google & the Internet	11 May Word1
14 May	14 May Email 2	15 May Word 2	16 May Email 2	16 May Email 1	17 May Word 1	18 May Word 2
21 May	21 May Google & the Internet	22 May *NEW* Employment 1 (creating a CV & cover letter)	23 May Google & the Internet	23 May Email 2	24 May Word 2	25 May Google & the Internet
28 May	28 May Intro to Digital Design	29 May Intro to Spreadsheets	30 May Computer Basics	30 May *NEW* My Account (WINZ)	31 May Computer Basics	01 June Online Newspapers
04 June	Queens Birthday	05 June Computer Basics	06 June Word 1	06 June Computer Basics	07 June *NEW* My Account (WINZ)	08 June Computer Basics
11 June	11 June Computer Basics	12 June Email 1	07 June Word 2	07 June Word 1	14 June Email 1	15 June Email 1
18 June	18 June Word 1	19 June Email 2	20 June *NEW* Employment 1 (creating a CV & cover letter)	20 June Word 2	21 June Email 2	22 June Email 2
25 June	25 June Word 2	26 June Intro to Slideshows	27 June Intro to Digital Design	27 June Trade Me	28 June Computer Basics	29 June *NEW* Employment 1 (creating a CV & cover letter)
2 July	02 July Online Newspapers	03 July Intro to Digital Design	04 July Trade Me	04 July Online Newspapers	05 July Intro to Social Media	06 July Intro to Digital Design

Stepping UP with Hutt City Libraries - Class Descriptions Term 1 2018

<p>Intro to Spreadsheets</p> <ul style="list-style-type: none"> • Introduction to Excel workbooks and sheets • Entering text and numbers • Creating simple formulas 	<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>Google & the Internet</p> <ul style="list-style-type: none"> • Using the Google search engine • Understanding links • Copying text and pictures
<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>Intro to 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>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>Trade Me</p> <ul style="list-style-type: none"> • Creating an account • How to buy and sell • Reserve prices and auto bidding
<p>Intro to Social Media</p> <ul style="list-style-type: none"> • Facebook • Google+ • Twitter • LinkedIn 	<p>Employment 1 *NEW*</p> <ul style="list-style-type: none"> • Creating and formatting a CV • Creating and formatting a cover letter 	<p>Intro 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 • Animate objects
<p>Online Newspapers</p> <ul style="list-style-type: none"> • Learn how to access local, international and historical papers online • Using Papers Past • Using PressDisplay 	<p>My Account (WINZ)</p> <p>Create an online Work and Income account so you can:</p> <ul style="list-style-type: none"> • Check your payments details and payment card • Book, change and cancel your appointments • Update your contact info and bank account info 	