

Stepping UP with Hutt City Libraries - Class Timetable Term 1 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
12 February	12 February Computer Basics	13 February Computer Basics	14 February Computer Basics	14 February Computer Basics	15 February Computer Basics	16 February Computer Basics
19 February	19 February Email 1	20 February Facebook	21 February Email 1	21 February Word 1	22 February Word 1	23 February Email 1
26 February	26 February Email 2	27 February Word 1	28 February Email 2	28 February Word 2	01 March Word 2	02 March Email 2
05 March	05 March Google & the Internet	06 March Word 2	07 March Computer Basics	07 March Computer Basics	08 March Intro to Spreadsheets	09 March Computer Basics
12 March	12 March Computer Basics	13 March Computer Basics	14 March Google & the Internet	14 March Google & the Internet	15 March Computer Basics	16 March Word 1
19 March	19 March Word 1	20 March Email 1	21 March Word 1	21 March Email 1	22 March Email 1	23 March Word 2
26 March	26 March Word 2	27 March Email 2	28 March Word 2	28 March Email 2	29 March Email 2	Good Friday
02 April	Easter Monday	03 April Home Finances	04 April Intro to Social Media	04 April NEW Online Newspapers	05 April Trade Me	06 April NEW Online Newspapers
09 April	09 April NEW Online Newspapers	10 April Trade Me	11 April Home Finances	11 April Intro to Social Media	12 April Intro to Slideshows	13 April Intro to Digital Design

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<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 and 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>Facebook</p> <ul style="list-style-type: none"> • Create a Facebook account • Posting to your wall • Accepting and sending friend requests • Sending private messages • Privacy settings 	<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 NEW</p> <ul style="list-style-type: none"> • Learn how to access local, international and historical papers online • Using Papers Past • Using PressDisplay 	<p>Home Finances (Excel)</p> <ul style="list-style-type: none"> • Pros and cons of banking online • Creating a basic household budget using Excel • Exploring financial website 	