

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

Week starting	War Memorial Library Mondays 1pm-3pm	Stokes Valley Library Wednesdays 10am-12noon	Taita Library Thursdays 10am-12noon	Naenae Library Thursdays 11am-1pm	Wainuiomata Library Thursdays 1pm-3pm	Petone Library Saturdays 10am-12noon
29 April	29 April Computer Basics	01 May Computer Basics	02 May Computer Basics	02 May Computer Basics	02 May Computer Basics	04 May Computer Basics
06 May	06 May Email 1	08 May Email 1	09 May Word 1	09 May Word 1	09 May Home Finances	11 May Word 1
13 May	13 May Email 2	15 May Email 2	16 May Word 2	16 May Word 2	16 May Email 1	18 May Word 2
20 May	20 May Google Drive	22 May Computer Basics	23 May Google Drive	23 May Employment 1 <small>(creating a CV &amp; cover letter)</small>	23 May Email 2	25 May Google Drive
27 May	27 May Computer Basics	29 May Word 1	30 May Intro to Digital Design	30 May Computer Basics	30 May Google Drive	01 June Computer Basics
03 June	03 June Queens Birthday	05 June Word 2	06 June Computer Basics	06 June Google Drive	06 June Computer Basics	08 June Email 1
10 June	10 June Intro to Digital Design	12 June Intro to Spreadsheets	13 June Email 1	13 June <b>*NEW</b> Online Banking	13 June Word 1	15 June Email 2
17 June	17 June Intro to Spreadsheets	19 June Intro to Digital Design	20 June Email 2	20 June Email 1	20 June Word 2	22 June Employment 1 <small>(creating a CV &amp; cover letter)</small>
24 June	24 June <b>*NEW</b> Online Banking	26 June Google Drive	27 June <b>*NEW</b> Online Banking	27 June Email 2	27 June Digital Photos	29 June Intro to Spreadsheets

# Stepping UP with Hutt City Libraries - Class Descriptions Term 2 2018

<p><b>Intro to Spreadsheets</b></p> <ul style="list-style-type: none"> <li>• Introduction to Excel workbooks and sheets</li> <li>• Entering text and numbers</li> <li>• Creating simple formulas</li> </ul>	<p><b>Computer Basics</b></p> <ul style="list-style-type: none"> <li>• Logging on and computer security</li> <li>• Mouse and keyboard functions</li> <li>• Files and folders, and how to use a USB</li> </ul>	<p><b>Home Finances (Excel)</b></p> <ul style="list-style-type: none"> <li>• Pros and cons of banking online</li> <li>• Creating a basic household budget using Excel</li> <li>• Exploring financial website</li> </ul>
<p><b>Email 1 – Gmail Set-Up</b></p> <ul style="list-style-type: none"> <li>• Setting up a free Gmail account</li> <li>• Navigating around your Gmail account</li> <li>• Contact lists</li> </ul>	<p><b>Email 2 – Using Gmail</b></p> <ul style="list-style-type: none"> <li>• Sending and receiving emails</li> <li>• Sending and receiving an attachment</li> <li>• Creating folders for groups</li> </ul>	<p><b>Intro to Digital Design (Publisher)</b></p> <ul style="list-style-type: none"> <li>• Create a simple document using a template</li> <li>• Customise colour and font</li> <li>• Format text boxes</li> </ul>
<p><b>Word 1 – Word Formatting</b></p> <ul style="list-style-type: none"> <li>• Entering, selecting, and formatting text</li> <li>• Saving your work</li> <li>• Retrieving your work</li> </ul>	<p><b>Word 2 – Creating Documents</b></p> <ul style="list-style-type: none"> <li>• Page layout, spelling and grammar</li> <li>• Copy, cut, and paste</li> <li>• Inserting clip art</li> </ul>	<p><b>Employment 1</b></p> <ul style="list-style-type: none"> <li>• Creating and formatting a CV</li> <li>• Creating and formatting a cover letter</li> </ul>
<p><b>Digital Photos</b></p> <ul style="list-style-type: none"> <li>• How to transfer photos to a computer</li> <li>• How to attach, send and store photos</li> </ul>	<p><b>Google Drive</b></p> <ul style="list-style-type: none"> <li>• Store , create and share</li> <li>• Use Google Drive apps</li> </ul>	<p><b>Intro to Slideshows (PowerPoint)</b></p> <ul style="list-style-type: none"> <li>• Create a basic presentation</li> <li>• Slide design and layout</li> <li>• Insert text, pictures, videos and music</li> <li>• Slide transitions</li> <li>• Animate objects</li> </ul>
<p>Online Banking <b>NEW</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	