

# Stepping UP with Hutt City Libraries - Class Descriptions Term 2 2017

<p><b>Photo Editing Basics</b></p> <ul style="list-style-type: none"> <li>• crop and resize your photos</li> <li>• remove minor marks, dirt and other damage</li> <li>• customise colour</li> </ul> <p>Prerequisite: Basic computer skills</p>	<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>Google and the Internet</b></p> <ul style="list-style-type: none"> <li>• Using the Google search engine</li> <li>• Understanding links</li> <li>• Copying text and pictures</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>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>Trade Me</b></p> <ul style="list-style-type: none"> <li>• Creating an account</li> <li>• How to buy and sell</li> <li>• Reserve prices and auto bidding</li> </ul>
<p><b>Introduction to Social Media</b></p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Google+</li> <li>• Twitter</li> <li>• LinkedIn</li> </ul>	<p><b>Facebook</b></p> <ul style="list-style-type: none"> <li>• Create a Facebook account</li> <li>• Posting to your wall</li> <li>• Accepting and sending friend requests</li> <li>• Sending private messages</li> <li>• Privacy settings</li> </ul>	<p><b>Introduction 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><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>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>	