

Classes are held at the Chartwell Cooperating Church, 126 Comries Road, Chartwell

All classes except the New Members and Workshops cost \$5.

Please pay on-line to 03-1556-0058616-000 with your name in the Reference field and the class in the Particulars field

Date	Time	Session	Contact to book
1 st Nov	10:00 – 11:00	Westpac - Workshop FREE	June Scott 855 1018
	11:30– 12:30	Smartphones & Tablets – Apple & Android	June Scott 855 1018
	01:00 – 02:00	How To? – Laptops	Margie Hamilton 027 273 4488
8 th Nov	10:00 – 11:00	No Class	-
	11:30 – 12:30	Smartphones & Tablets – Apple & Android	June Scott 855 1018
	01:00 – 02:00	Library – Workshop FREE	June Scott 855 1018
15 th Nov	10:00 – 11:00	New Members - FREE	Just come along
	11:30 – 12:30	Smartphones & Tablets– Apple & Android	Gaye Wicks 854 0644
	01:00 – 02:00	Learn How to find your saved Documents & Pictures	Gaye Wicks 854 0644
22 nd Nov	10:00 – 11:00	Getting Started – Computer & Laptops	Margie Hamilton 027 273 4488
	11:30 – 12:30	Smartphones & Tablets– Apple & Android	Gaye Wicks 854 0644
	01:00 – 02:00	Working with Photos	Jacqui Stokes 027 235 9214
29 th Nov	10:00 – 11:00	Getting Started with 2 Factor Authentication	Margie Hamilton 027 273 4488
	11:30 – 12:30	Smartphones & Tablets– Apple & Android	Gaye Wicks 854 0644
	01:00 – 02:00	No class	-

- Westpac Workshop** - 1st Nov 10am
Westpac staff will provide you with individual help to start or upskill your on-line banking. It is important to ring and book into this workshop by contacting the tutor on the Course Schedule. You do not have to be a Westpac customer.
- Smartphones and Tablets** - Every Tuesday (*Note the different times above*)
Whether you want to know the basics or something more advanced bring along your smart phone or tablet, either Android or Apple, with your queries and problems. If you want to try new apps, please discuss your requests with the tutor when booking.
- How to? – with laptops** – 1st Nov 1pm
Help with your laptop. Please discuss your help requests with the tutor when booking.

- **Library Workshop** - 8th Nov 1pm
Come along and learn about the resources available from the library, eBooks, eAudiobooks, eMagazines, eNewspapers and more. Bring along your smartphone, tablet or laptop and the library staff will help you to get started.
- **Learn how to Find your saved documents & pictures using File Explorer** - 15th Nov 1pm
Can you find your document or photo once you have saved it? Come along and find out how to set up an electronic filing system on your laptop. If you have never bothered organizing some folders into sub-folders, and then into further sub-folders, this class can help you to sort things out. You will learn - what Files and Folders are & the difference between them; how to create folders and sub-folders and where to put them; how to copy and move folders and documents; how to find your Files using “Search” and how to delete your files. *This session does not cover saving documents to the cloud.*
- **Getting Started, Computer & Laptops** – 22nd Nov 10am
This course is to teach basic skills to members using computers and laptops running Windows 10 or 11. You will need to bring along your own laptop that is fully charged. Basic skills include setting up your device to best meet your eyesight and dexterity requirements; learning mouse and keyboard skills, basic navigation, how to shut down your device; setting up your email and web browser.
- **Working with Photos** – 22nd Nov 1pm
Get the best out of your photos, how to organise them, move them from your phone to your computer, plus many other tips.
- **Getting started with 2 Factor Authentication** –29th Nov 10:00
2FA adds another level of security to your accounts. This helps to prevent unauthorized users from accessing your sensitive information or secure resources. With standard security methods being extensively used around the Internet, it is scary to know how easy it has become for cybercriminals to get their hands on your account’s User ID and Password. 2FA helps to make sure that cybercriminals are not able to log in to your account even if they have access to the account’s credentials.

Do you have questions on a subject that we haven’t offered as a class recently?
Or is there a new class you would like us to add?

If so, please let us know either by phoning one of the listed tutors or by replying to this email.

Please note that this is the last timetable for the year. Classes will commence again in February 2023.