

In this session you will learn:

- Recap of Session 2
- Setting up transitions between slides
- Selecting animations of the text in slides
- Making multiple slide shows from one set of slides
- Different file formats for Powerpoint

Microsoft Office Suite (3 x 2 hr sessions)

Word - Excel - Powerpoint

Session One: Word

- Setting up a page (page size, margins)
- Create text
- Toolbars
- Changing fonts, size, colour, alignment
- Paragraphs - space before, indenting
- Headers and Footers
- Multiple page settings
- Saving a document

Session Two: Excel

- Toolbars
- Understand the cell structure of a spreadsheet
- Placing - text - raw numbers - formulas
- Different formulas (add, subtract, multiply, divide)
- Create small specific spreadsheet
- Create multiple worksheets
- Create charts
- Saving a document

Session Three: Powerpoint

- Toolbars
- Understanding the creation of a presentation
- Create a short presentation
- Manipulate text frames
- Manipulate image frames
- Create transitions
- Create Actions
- Adding movies
- Saving a document
- Exporting



TUTOR: RIC McLALLEN

Computer Club

The Club meets on the first and third Mondays of the month from 11.30am to 2pm. Meetings give experienced computer users the opportunity to swap information and solve problems with a group leader.

Free Internet Access

The Centre has a designated Internet Kiosk for Seniors operating on Tuesdays, Thursdays and Friday afternoon. This is a Commonwealth government program delivered in partnership with NEC. Seniors using this service gain free internet usage and guidance from experienced volunteers.

Contact Us

The Little Bay Coast Centre for Seniors Inc.

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Prince Henry at Little Bay (off Anzac Parade)

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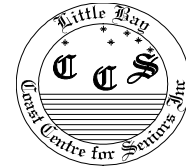
FAX: (02) 9311 7449

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Hours: 9AM—3PM, Monday to Friday

Bus Routes: 393 from Central Railway;
392, 394, L94, 399 from Circular Quay.



**The Little Bay
Coast Centre
for Seniors Inc.**

ABN 71 906 434 732

*Leisure & Learning
Activities Centre*

COMPUTER COURSES

Tel: (02) 9311 4886

Basic Computers for Seniors (3 x 2 hr sessions)

Session One

- Understanding how computers work
- Basic concepts (hard drives - RAM - systems - programs)
- Noting the differences in Operating Systems (Windows - Apple - Unix)
- See, feel and touch the hardware inside a computer (it is not magic, it just seems like it!)

Session Two

- Review
- Starting up and working with the Desktop
- Working with a window
- Understanding Icons and Folders and Documents
- Creating Folders and Documents
- Working with the Directories

Session Three

- Review
- Working with programs
- Create documents
- Save documents
- The Internet

Microsoft Word Training (3 x 2 hr Sessions)

Session One: Working with Word

This session provides an overview of MSWord. Word is the dominant program in business and the word processing program used by people all over the world. Word can create letters, memos, invoices, proposals, reports, forms, brochures, catalogs, labels and envelopes. In this session you will learn:

- What is the Word window
- How to change views
- How to enter text
- Toolbars
- Saving documents
- Check spelling
- Printing



Session Two: Formatting Text & Documents

This session will show you how to make your document the shape you need, how to set margins, altering page orientation, custom page sizes, create sections, force page breaks and create columns. In this session you will learn:

- Paper size and orientation
- Margins
- Headers and footers
- Page numbers
- Inserting page breaks
- Creating Sections & columns

Session Three - Text Formatting and Styles

This session will give you the flexibility to alter the look of your document text. Not all documents are created equal. Some documents require specialised settings for the text in order that you can present your information in a coherent and logical manner. In this session you will learn:

- Character Formatting
- Paragraph Formatting
- -Indents & Tabs
- Line spacing
- Bullets
- Borders & Shading
- Creating Styles



Microsoft Excel Training (3 x 2 hr Sessions)

Session One: Spreadsheet Essentials

Excel is the application of choice when you want to organize numbers into a document that can be understood by those that need to work with those figures. Excel is a row-column grid that allows you to add, subtract, multiply and divide the raw numbers by creating formulas. These formulas can be simple or very complex. There are many other functions that can be accomplished in Excel that are beyond the scope of these classes. In this session you will learn:

- How to setup Row and Column headings
- Differences between raw numbers and formulas
- Creating - Add, Subtract, Multiply, Divide Formulas
- Using AutoSum
- Creating and naming Worksheets

Session Two: Spreadsheet Extensions

Basic spreadsheets are very useful for simple calculations, but Excel has a number of extra capabilities that make it easier for you to work with larger sets of numbers. In this session you will learn:

- Recap of session 1
- Creating cascading worksheets

Session Three - Spreadsheet Extras

Once your basic spreadsheet has been created, there may be a need to create graphs and charts to reflect the numbers you have in the columns and rows. These charts and graphs cover a wide spectrum of visual eye candy that can dazzle or confuse the recipient. In this session you will learn:

- Recap of Session 1 & 2
- Creating multiple charts from 1 set of numbers
- Placing the chart in a Word document in two ways.

Microsoft Powerpoint Training (3 x 2 hr sessions)

Session One: Basic Concepts

Powerpoint is the most used program in the business world when presentations are required. In this session you will learn:

- The Powerpoint window
- Creating new slides
- Working with Master Slides
- Creating text on the slides
- Creating Bullets
- Adding Backgrounds

Session Two: Graphics

Powerpoint allows you to place almost any graphic, sound or movie. This can make all the difference in your presentation. In this session you will learn:

- Recap of session 1
- Changing colours
- Importing images
- Embedding movies

Session Three: Making it pretty

Powerpoint has the ability to create transitions between the slides and add animation to the text in the slides.