

## Block 2—Continued

Feb 8th	iPad / iPhone Part 1	iPad / iPhone basic operations and settings; tips on how to get the most from the device; favourite apps, linking calendar, contacts etc.
Feb 15th	iPad / iPhone Part 2	Part 2 will focus on using the camera and organising images; using iTunes / iCloud; Synchronisation and connectivity; accessories & special uses
Feb 22nd	Buying and selling on eBay	Comprehensive guide on how to buy and sell items on eBay, and practical guidance on what to look out for when using eBay.
Mar 1st	Excel Part 2	Using more complex formulae, relative and absolute addressing, managing large and multiple spreadsheets, and other advanced techniques
Mar 8th	Q&A, Hints, Tips & Tricks	Open house to bring along your problems and queries, and to look behind some of the lesser known areas e.g. in the Control Panel

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## Cockfield Computer Circle 2015-16 Programme

**October 19th 2015—March 8th 2016**

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Programme information can be found at [www.cockfieldcomputercircle.org.uk](http://www.cockfieldcomputercircle.org.uk)

The Cockfield Computer Circle (CCC) sets out to help participants improve their computing knowledge and gain confidence in carrying out common tasks. This is achieved through a combination of teaching and sharing of experience amongst participants in a relaxed environment. Some topics are aimed at beginners seeking to learn new skills and gain more confidence in using a computer; other topics are aimed at the more experienced user seeking to push their knowledge a little further.

The sessions will be based on Windows 10 and will be suitable for users of Windows 7, and 8.

Sessions are held on Mondays in the Ivy Room at Cockfield Hall, from 2.30 to 4.30, and each topic is repeated from 7 to 9 pm. A donation is invited of £1 per person per session.

There are 8 desktops in the facility, and participants are also encouraged to bring their own laptops.

The Programme is divided into 2 blocks. Block 1 is aimed at beginners seeking to develop their skills in the most common PC tasks. Also those in need of a refresher can dip into selected sessions. The second block includes sessions which go a little deeper into some of the topics from the first block, as well as introducing some new topics.

## Block 1—Foundation Skills

Oct 19th	Beginners Part 1 Based on Windows 10, will include Windows 7 and 8.	The first 2 sessions are aimed at those who are new to using a computer. They will focus on the basics of using the PC, carrying out simple tasks, getting oriented with the look and feel of the PC and the programs you are likely to be using. The remaining sessions in the Block then build on these basics.
Oct 26th	Beginners Part 2	Both sessions will provide ample opportunity to practice.
Nov 2nd	File Management Part 1	Including organising files and folders; backing up and restoring critical data; recovering from errors and loss of data
Nov 9th	File Management Part 2	Review of Part 1; how to back up important data; using Cloud storage services such as Dropbox
Nov 16th	Using the Internet	Guidance and tips on using the internet safely. Making use of tabs and bookmarks. How to get the most from using the search engine
Nov 23rd	Email	Setting up and using email; sending & receiving, organising emails and addresses. Configuring email programs such as Windows Live Mail and Thunderbird
Nov 30th	Word Part 1	Guidance for new and inexperienced users of MS Word on the basics required to set up, create and edit documents
Dec 7th	Creating labels, envelopes and standard letters	Using MS Word to create Envelopes & labels - e.g. for Christmas cards or moving house; creating form letters; organising address lists

## Block 1 Contd.

Dec 14th	Digital Photography and the PC	Downloading, organising, manipulating, and sharing digital images.
Jan 4th	Block 1 Review	Review of main topics and issues from Block 1

## Block 2— Building on the Basics

Jan 11th	iPad / iPhone Part 1	iPad / iPhone basic operations and settings; tips on how to get the most from the device; favourite apps, linking calendar, contacts etc.
Jan 18th	iPad / iPhone Part 2	Part 2 will focus on using the camera and organising images; using iTunes / iCloud; Synchronisation and connectivity; accessories & special uses
Jan 25th	Word Part 2	Guidance for those familiar with Word on exploring further features such as styles, outlines and other useful functions
Feb 1st	Excel Part 1	Guidance for new and inexperienced users of MS Excel on the basics required to set up, create and edit simple spreadsheets, databases and catalogues