

## TUITION?

Some examples of skills we can help you with are:

- ◆ All the basic skills such as using the mouse, using a 'browser', setting up an email account etc.
- ◆ Find and move files on your computer.
- ◆ Word processing and/or spreadsheets.
- ◆ Sending and receiving emails. How to send and receive 'attachments'. How to use a mail reader.
- ◆ Searching for programs, information, businesses and web sites and how to download or 'bookmark' this information for easy access in the future.
- ◆ The principles of on-line shopping, newsletter groups, WiFi, 'Googling', 'hotspots', FAQs and more...
- ◆ Where/how to get excellent useful but free programs quite legally - you need never pay for a piece of software again.
- ◆ Save, catalogue and edit your digital photos.
- ◆ Create and copy CDs and DVDs.
- ◆ 'Rip' music from your CD collection for your MP3 player or mobile phone .
- ◆ And so much more...

**Remember: everything is done at YOUR pace**



Produced by  
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## *FREE COMPUTER TUITION!*



CPSA Dapto Seniors  
Heininger House

presents

*Free Individual  
Computer &  
Internet Tuition  
for Seniors*

## DON'T GET LEFT BEHIND!

- Today computers and the Internet are becoming an essential tool of modern life. All government departments and most businesses use the Internet to disseminate information.
- The Internet is a treasure chest of knowledge - all you need are some basic skills to unlock this world and have it all at your fingertips.
- You can talk to friends and relatives anywhere in the world for free. If you like, with even the most basic web cam you can see each other as you talk.
- Modern digital and video cameras produce images that can be edited, manipulated and filed on a home computer. It is not hard to do.
- Emails are the new instant communications medium whether you are writing to your local MP, sending a photograph to a relative overseas, enquiring about a purchase from China or advising the President of the United States your message will be there in less than a second.
- All of these things and so much more can be done by YOU on your home computer. We can show you how.

Our object is to teach seniors in the district to use and enjoy the benefits of computer technology and to provide a seniors oriented resource that members of Dapto Seniors can comfortably call on to help solve their computer related issues.

## FAQs

### Who can attend?

The tuition is available to every member of Dapto Seniors Club. Membership of the club currently costs \$12 per year and as a member the wide range of club activities are available to you (including carpet bowls, bus trips, craft, whist, social evenings, lunches, picnics and more - see separate brochure).

### What type of tuition is available?

All tuition is tailored to suit your needs. If you are a complete beginner then there is a structured program which starts with showing you how to turn on the computer and progresses at a pace that is comfortable for you.

For more advanced users then we will try to go over things that you want to learn; for example, more advanced word processing, transferring digital images to CD, spreadsheets etc

If we don't know then we can find out how to do it together.

### How much does it cost?

The tuition is free but we do ask for a gold coin donation for each session to help cover the cost of the phone line.

### What equipment is available?

The club has two modern networked computers, a modem, scanner, printer and webcams so a wide range of activities can be undertaken.

### When?

Currently tuition is held in hourly sessions two mornings a week. Bookings are made at the fortnightly club meetings or can be done over the phone.

### Do I need a computer?

No, you don't. Dapto Library offers free internet bookings using their computers all week. It costs nothing for you to book and try out your new found skills, in fact we encourage you to use the free Internet available in the Library and come back with questions based on your experience to your next lesson.

If you do have a laptop then you are welcome to bring it along to your training session.