SeniorNet Mac Courses

Formal Tuition provided by peer group tuition with notes supplied. One tutor to 2-3

**All tuition at SeniorNet Mac is $5.00 per hour payable by Direct Banking
or named envelope at the rooms on the day of the course or activity**

**For HELP Drop-in Monday, Wednesday,Thursday or Friday
between 10am & 12noon <u>only</u> $5**

1. **Apple Macintosh Operating Systems (OSX)**

   Both Mac Basics are a sequence of eight 2-hour introductory lessons separated into two courses of 4 two hour lessons each.

   Mac Basics 1: Covers the elementary functions of the Mac. Switching on, sleep mode, shutting down, using a mouse or trackpad, menus, files, folders, icons, working with windows, sidebar and dock, opening apps, working with documents, the internet, peripherals.Time machine, the keyboard and Mission Control.

   Mac Basics 2: Beyond Basics Follows on from MacBasis 1 and deals with the finer points of the computer and its applications.

2. **Introduction iPad and iPhone Workshops**

   These are necessary <u>before</u> undertaking iPad or iPhone Courses or Workshops

3. **iPads, iPhones & iWatches (iOS)**

   iPad, iPhone & iWatch Basics: (Two 2-hour lessons). Covers iPad types, basic ops., multi-touch screen, setting up, creating iTunes accounts, opening, hiding & deleting apps, folders, keyboard, editing, settings, dictation, App Store, syncing, backing up, resetting, searching, Mail, Safari, reminders, maps.

   KeyNote: (Four 2-hour lessons). is an incredible presentations application similar to Power Point (Windows). It has powerful easy-to-use tools which produce dazzling effects in a slide show.

   Numbers: (Two 2-hour lessons). Covers creating spreadsheets, styles, selecting cells, entering data, corrections, formulae & functions, filtering, freezing headers, reorganising, Inspectors, formatting, referring, searching, printing, creating templates, exporting, auto backing up.

   Pages For iPad: (Four 2-hour lessons). Covers basic techniques for writing documents in iPad, creating, importing and saving documents, templates, fonts. Lists, breaks, sections, text boxes, objects, contents table, merging, footnotes and endnotes, printing. Merging photos into document. Designed to be compatible between iPad, Mac and iPhone.

4. **Photo for iPad:** (Four 2-hour lessons). A new course is currently being written.

5. **One on One Tuition**

   Available for the Mac computers, iPad and iPhone (Apple Watch)

6. **Workshops**

   These sessions are often tutor-lead sessions which are designed as a follow-up for students who have already completed a course and wish to further their knowledge and skill in particular areas.

7. **Catch Sessions**

   These are BYO social groups encouraging discussion and sharing ideas (Catching-up - often with a theme. Location - mostly at the room/s.

8. **Interest Groups**

Apple Macintosh Applications

Based on such devices as **iPads** or programs such as **ReUnion** (genealogy) or **AUC** (formerly Apple User Group) for Q&A / discussion / sharing ideas and skills. Location - mostly at the room/s.

Calendar : (Two 2-hour lessons) (Mountain Lion OS10.8 or later) Covers overview, preferences, adding events and recurring events, all-day events, alerts, reminders, backing up, invitations, printing, syncing across devices.

Contacts v7 (AddressBook) : (Two 2-hour lessons) (Mountain Lion OS10.8 or later) Covers setting preferences, adding and deleting contacts, adding custom fields, snapshots, pictures, notes, & birthdays, mapping addresses, creating and manipulating group folders, printing mailing labels, backing up, using with e-mail Apps, creating and using vCards.

Mail : (Four 2-hour lessons) Covers composing and sending e-mails, receiving and reading, addressing messages, previous recipients list, signatures, stationery, spell checking, customizing, conversations, groups, rules, deleting, mailboxes, attachments, forwarding, backing up, junk mail, web-mail, encrypting, parental controls, linkages to Address Book and iCal.

Safari: (Four 2-hour lessons). Covers the Internet, World Wide Web, URLs, web sites, ISP's, preferences, broadband, dial-up, hyperlinks, history, bookmarks, searching the web, security, trading, Software Update, widgets, web mail, cookies, notifications, internet forums

Bean: (Four 2-hour lessons). Covers basic techniques, creating, importing and saving documents, templates, fonts, customising, Inspector, Character Viewer, tables, objects, lists, columns, headers and footers, Bean menus.

Pages New Version : (Four 2-hour lessons). Covers basic techniques for writing documents in iPad, creating, importing and saving documents, templates, fonts. Lists, breaks, sections, text boxes, objects, contents table, merging, footnotes and endnotes, printing. Merging photos into document. Designed to be compatible between iPad, Mac and iPhone.

Microsoft Word for Mac. (Four 2-hour lessons). is a course designed mainly for those members who have previously used a Windows computer and are already familiar with the PC version of Microsoft Word. There are three versions of the course covering MS Word version 2008 or later.

Numbers: (Four 2-hour lessons). Covers creating spreadsheets, styles, selecting cells, entering data, corrections, formulae & functions, filtering, freezing headers, reorganizing, Inspectors, formatting, referring, searching, printing, creating templates, exporting, auto backing up.

Bento (4 hr): is a third party database program that may be purchased on the internet. The course covers using Bento to create libraries, templates, collections, field and data types, search, sort, export libraries and use the iCal, Contacts (Address Book) and iPhoto libraries contained in Bento.

Photo: (Four 2-hour lessons). The course covers camera settings, resolution, importing images, scanning, sending and receiving images in Mail, albums, smart albums, crop, straighten, zoom, red eye, printing and burning to Cd or DVD. Making a slideshows and making a photo book.

KeyNote: (Four 2-hour lessons). is an incredible presentations application similar to Window's Power Point. It has powerful easy-to-use tools which produce dazzling effects in a slide show

iMovie (aka '11) (8hr): This is a very sophisticated program. The course deals with how to import from all types of media, starting a project, adding video, editing, applying effects, adding and manipulating audio and music and exporting a project to iDVD for burning to disc.

For more details, go to our web site www.seniormac.org.nz
To Enroll: 1. Check the programme on the web, in the Infoletter or Mini Newsletter
2. Contact Robin: bookings@seniormac.org.nz. or 03 365 1979