

## COMPUTER NEWS for April

This month we will be offering some new courses. Thursday mornings will be set aside for the running of a Microsoft Access (database) course.

### SHORT COURSE - MS ACCESS DATABASE

4 week course beginning on April 10<sup>th</sup> to May 1st at 1.30pm at the Octopus.

This course is for anyone who would like to know how to set up and work with a database using MS Access. It will include working with Mail Merge in Word, using labels and envelopes and creating reports using the various data within the database. No previous experience in mail merge is needed but participants must have a basic computer knowledge. This program is ideal for anyone who keeps records for an organization.

Burn to Disk is another short course for those who want to save information on a CD or DVD. This will be a one or two day course.

Please add your name by contacting Betty Johnson.

Some useful websites to help you find out more about the internet are:

- [www.bigpond.com/internet/security](http://www.bigpond.com/internet/security) – for more information on everything you need to help protect your family or office PC from inappropriate content, spam, viruses, and phishing attacks
- [www.aboutseniors.com.au](http://www.aboutseniors.com.au) – extensive glossary of technical terms, plus lots of information on everything from broadband to spyware
- [www.getsafeonline.org](http://www.getsafeonline.org) - British website with useful information on staying safe online

*Later on this month we will be running a 1 day course explaining Virus Software.  
Add your name to the list*

COMPUTER CLASSES		
DAY	PROGRAM	TIMES
Monday	Emails & The Web	8.30am - 12.30pm
Monday	Family History	1.30pm - 3.30pm
Tuesday	"Microsoft Word" Continued	9am - 1pm
Tuesday	Digital Camera Group Photography 2nd & 4th	1.30pm - 3.30pm
Tuesday	Introductory/Digital Image-Short Course 1st & 3rd	1.30pm - 3.30pm
Wednesday	Beginners "Microsoft Word"	9.00am - 12.30pm
Wednesday	Family History	1.30pm - 3.30pm
Thursday	Short Courses April-Access (Database)	10.am – 12.00
Thursday	Short Courses – April Burn to Disk	1.30pm – 3.30pm
Friday	Beginners "Microsoft Word"	10.am – 12.30pm
Friday		

Continued:-

### *All Computer Related Classes*

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Philosophy	Tom McWilliam	5474 2261
Photo Digital	Trevor Wheeler	5476 2286
Reformation	Tom Comerford	5470 6230
Scrabble	Sylvia Moore	5470 5593
Short Walks	Dorothy Bessant	5472 5050
Sing Together	Rae Hawkins	5472 3446
Solo Group	Marie Shaw	5472 4346
Solo Whist	Alba Merry	5472 1940
Table Tennis	Audrey Richardson	5472 3867
Tai Chi	Dot Henshal 1	54725 108
Understand Opera	Peter Morris	5470 6593
Weimar Republic	Joan Scott	5470 6628