Computing and Photography

Android tablet: Introduction
Tuesday
3 Feb 13:00-16:00
£10

Monday
11 May 10:00-13:00
£10
Have you bought an Android tablet and don't know where to start? Learn some of the key aspects of using your tablet. You will be required to bring your own device and ensure that it is fully charged. Please note that all Android devices are acceptable but be aware that some of the menus, features and functionality may vary.

Android tablet: Next steps
Tuesday
21 Apr 13:00-16:00
£10

Monday
22 Jun 10:00-13:00
£10
Continue to develop your Android tablet skills. Learn more about what it can do for you on a daily basis. You will be required to bring your own device and ensure that it is fully charged. Please note that all Android devices are acceptable but be aware that some of the menus, features and functionality may vary.

eBay: Smart tips for selling and avoiding the pitfalls
Wednesday
18 Mar 10:00-13:00
£10

Tuesday
23 Jun 10:00-13:00
£10
eBay allows users to buy and sell nearly anything online. This course will teach you how to buy and sell online safely and how to avoid the pitfalls.

Emailing
Monday
23 Mar 10:00-13:00
£9

Tuesday
30 Jun 10:00-13:00
£9
Set up a free email account; learn how to send, receive and reply to messages and how to attach files.

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Excel: Introduction
Tuesday
10 Feb 10:00-12:00
£6

Monday
30 Mar 10:00-12:00
£6

Tuesday
2 Jun 13:00-15:00
£6

An introduction to the features of Microsoft Excel, including how to enter and correct data, adjust column widths and use the chart wizard. Follow-on course 'Excel: Next Steps' available.

Excel: Next steps
Wednesday
25 Feb 9:30-14:30
£25

Tuesday
19 May 9:30-14:30
£25

Wednesday
17 Jun 9:30-14:30
£25

Continue to develop your knowledge of Microsoft Excel, including basic functions, formulae and file management.

Facebook: Introduction
Wednesday
4 Mar 10:00-12:30
£8

Tuesday
30 Jun 19:00-21:30
£8

Set up a Facebook account, learn how to use it and understand the privacy settings and how to change them.

File management
Monday
23 Feb 13:00-15:00
£6

Tuesday
16 Jun 10:00-12:00
£6

Keep your files and folders organised in Windows 7. Learn how to create, rename, delete and copy files and folders, and general computer housekeeping. Essential knowledge for all computer users!

First time on a computer
Wednesdays
4, 11 Feb 10:00-14:30
£24

Tuesdays
21, 28 Apr, 5, 12 May 10:00-12:00
£24

Mondays
1, 8, 15, 22 Jun 13:00-15:00
£24

A short course for absolute beginners to become familiar with computer jargon and use of the mouse and keyboard, with an introduction to using the Internet.

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iPads: Introduction
Thursday
5 Feb 10:00-13:00
£10

Monday
27 Apr 13:00-16:00
£10

Friday
12 Jun 10:00-13:00
£10

Are you thinking of buying an iPad? Have you bought one and don't know where to start? Learn some of the key aspects of using an iPad. Bring your own iPad (fully charged) or use one of ours.

iPads: Next steps
Monday
11 May 13:00-16:00
£10

Friday
3 Jul 10:00-13:00
£10

Continue to develop your iPad skills. Learn more about what an iPad can do for you on a daily basis.

Keep your PC/laptop running smoothly
Tuesday
24 Mar 10:00-12:30
£8

Monday
15 Jun 10:00-12:30
£8

Ensure that your PC/laptop does not give up on you! Looking at Windows Updates, backing up files, malware, cleaning out unwanted files, and more!

Digital Skills Award
Fridays
Flexible starting dates 10:00-14:00
£74

This new Entry Level 3 qualification offered by the British Computer Society offers flexible and interactive online learning. It covers computer and online basics as well as the option to learn about social networking, digital photography, digital music, digital media and video software.

LinkedIn
Tuesday
10 Feb 19:00-21:30
£15

Tuesday
7 Jul 19:00-21:30
£15

LinkedIn is a social media site for professionals. It can be used to find a new job or recruit someone with the right skills to a job vacancy. It can also be used to network with professionals in your own field and discuss the latest news and trends in that field. This introductory course will teach you how to sign up and use some of the many features of LinkedIn.

Computing and Photography

Marketing your business with social media
Tuesday
10 Mar 19:00-21:30
£15

Thursday
11 Jun 19:00-21:30
£15

This introductory course into social media marketing will show you how to set up a Facebook, Google+ and Twitter page for your business and how to use the power of social media to market your business to a larger audience; all for FREE.

Photography: Digital SLR camera – tips and tricks
Saturday
7 Mar 9:30-15:30
£36

Bring along your digital SLR camera and manual to discover how to use its settings, and learn tips and tricks for improving your photographs.

Photography: Image manipulation using the GIMP
Tuesday
23 Jun 19:00-21:30
£15

The GIMP is a powerful but free piece of photo-editing software similar to Photoshop. Discover some of its secrets with this introductory course.

Photography: Introduction to Photoshop
Saturday
28 Feb 9:30-14:30
£25

Use Photoshop to enhance your digital images, including how to add colour to a greyscale image and how to add text, and learn about palettes and layers.

PowerPoint: Introduction
Monday
23 Feb 10:00-12:00
£6

Tuesday
12 May 13:00-15:00
£6

An introduction to the features of Microsoft PowerPoint, including how to create a presentation, add clipart and view a slideshow. Follow-on course 'PowerPoint: Next Steps' available.

PowerPoint: Next steps
Tuesday
17 Mar 9:30-14:30
£25

Monday
29 Jun 9:30-14:30
£25

Continue to develop your knowledge of Microsoft PowerPoint, including transitions, animation and file management.

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Shopping online
Wednesday
29 Apr 10:00-12:00
£6

Shopping online can save you money. Look at some popular shopping websites and find out what to consider when thinking about buying online.

Skype: Keep in touch online
Tuesday
3 Feb 10:00-12:30
£8

Monday
11 May 10:00-12:30
£8

Skype allows you to make free phone and video calls to other Skype users anywhere in the world. Learn how to set up an account and use Skype to keep in touch with family and friends.

Web design: Dreamweaver
Saturday
6 Jun 9:00-17:00
£50

An introduction to Dreamweaver, including good web practice, creating a four-page website, HTML coding and CSS. Please think beforehand about the focus of your website and what information you want to include. Bring any images that you might want to use on a flash drive or CD.

Web design: Google Analytics
Tuesday
31 Mar 19:00-21:00
£12

Tuesday
16 Jun 19:00-21:00
£12

Once a website is up and running it is important to analyse regularly how many visitors the website has, where they are coming from, and what they are looking at on the site. Google Analytics is a free tool for website owners to track their website statistics over time. Add Analytics to your site and use it to track your website visitors.

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Web design: HTML
Tuesday
17 Mar 19:00-21:00
£12

Thursday
4 Jun 19:00-21:00
£12

HTML is the language behind web pages so knowing HTML allows you to edit your own website design and content. This session introduces the structure of a webpage and a few of the common tags used.

Web design: Search engine optimisation
Tuesday '
24 Mar 19:00-21:30
£15

Tuesday
9 Jun 19:00-21:30
£15

Once your website is up and running, you will want to optimise it for your chosen keywords. This session will cover the basics of website optimisation and link-building strategy to ensure that your website is noticed.

Web design: WordPress
Tuesdays
24 Feb, 3 Mar
19:00-21:30
£20

Tuesdays
5, 12 May
19:00-21:30
£20

An introduction to web design using WordPress, a free online tool for building and maintaining websites. Create a website for business or personal use. Please think beforehand about the focus of your website and what information you want to include. Bring any images that you might want to use on a flash drive or CD.

Word: Introduction
Monday
9 Feb 10:00-12:00
£6

Tuesday
28 Apr 13:00-15:00
£6

An introduction to Microsoft Word, including creating a letter by entering and correcting text, carrying out basic formatting, and checking spelling and grammar. Follow-on course 'Word: Next Steps' available.

Word: Next steps
Wednesday
25 Mar 9:30-14:30
£25

Tuesday
9 Jun 9:30-14:30
£25

Continue to develop your knowledge of Microsoft Word, including creating tables, mail merge and file management.