

Guide to Library IT courses

Beginners guide to using your iPad **Two sessions of 1.5 hours each** **£15**
This course is aimed at beginners or those who would like to gain confidence with using their iPad. It covers topics such as how to connect your iPad to a Wi-Fi network, how to take a photo, how to access the internet and how to download apps.

Beginners guide to using your Android Tablet **Two sessions of 1.5 hours each** **£15**
This course is aimed at beginners or those who would like to gain confidence with using their Android device. It covers topics such as how to connect your tablet to a Wi-Fi network, how to take a photo, how to access the internet and how to download apps.

Computers for Beginners **Three sessions of 1 hour each** **£11**
This course is for complete beginners to computers and is designed to help you learn the basics, including how to use the keyboard and mouse, the internet and email. The sessions will be held on the libraries desktop computers.

Beginners guide to MS Word **One session of 2 hours** **£10**
Learn how to create letters, reports and other documents using Microsoft Word. Find out how to enter text, how to change the font colour or size, how to use the spell checker and more. Suitable for those with some experience of using computers, but no previous experience of Word is required as this course is for complete beginners.

Beginners guide to MS Excel **One session of 2 hours** **£10**
This course covers the basics of how to create a spreadsheet and how to use simple commands to sort your data and make calculations. You'll also learn how to format a spreadsheet and how to save and print your work. Suitable for those with some experience of using computers but no previous experience of Excel is required as this course is for complete beginners.

Beginners guide to MS Publisher **One session of 2 hours** **£10**
Learn how to use MS Publisher to create a professional certificate, greeting card, newsletter or flyer and find out how to improve your page layout and design. Suitable for those with some experience of using computers, but no previous experience of Publisher is required as this course is for complete beginners.

Keeping in touch online: Facebook **One session of 2 hours** **£10**
Facebook is a great way to keep in touch with friends and family, both here and abroad. Set up an account and learn how to connect with friends, share your photos and keep up with news and events. You will need to have a working email account and have some experience of using computers to enrol in this course.

Keeping in touch online: Skype**One session of 2 hours****£10**

Skype is a service you can use to make free video calls to people all over the world. Learn how to set it up on your laptop, tablet or smartphone, find your friends and relatives and make calls. You will need to bring your own device to this course and have some experience with how to use it.

eBooks, eMagazines and the Library App**One session (timing varies)****FREE**

Bring along your tablet and smartphone and learn how to access free eBooks and eMagazines and how to use the library app. If you have an eReader and laptop, you can also learn how to access free eBooks and eMagazines – please note that our eBooks and eMagazines are not compatible with Kindle eReaders (Kindle Fire tablets are compatible).

Online Safety taster session**One session of 1 hour****FREE**

This is a free introduction taster session about online safety. The session will cover topics such as how to keep your personal information safe and advice on how to avoid scammers on the internet. This session is suitable for those with some experience of using computers and is aimed at beginners.