

The Manji Community Tech Club is a great way to get savvy with technology, and open to everyone.

NEWSLETTER - April 2018

It is nice to see members that were coming previously and new members that continue to want to update and improve their skills.

We have been doing wonderful things with learning new things for some people, but just refreshing our memories and learning the updates for others at the computer class and feeling more confident with updating their skills.

- From updating their own personal pc's,
- Learning how maintain their computers,
- Creating folders so they can keep all their things in order allowing them to find things easier such as documents, pictures they treasure.
- Learn how to insert pictures into documents and
- How to put pictures somewhere within the documents.
- Use shortcuts so they can edit documents later
- Create their own template and save, so they can use their creation later, and print to send to family and friends.
- Surf the internet safely

As Term 1 has finished and the school holidays have come upon us, we wish you an enjoyable time with your family and look forward to all the participants returning and joining us to learn and update more of your skills in Term 2.

We will be looking at more programs, so you will have the confidence and create things for your personal use or your club. Some of the things that you will be learning are:

- ✓ Anti-Virus and security for your computer
- ✓ Pass words and security
- ✓ iCloud, Dropbox, Messenger
- ✓ Printing documents
- ✓ Publisher
- ✓ Photos - make a collage with PUBLISHER
- ✓ Digital Images, transfer old photos into digital images to create your own album
- ✓ Excel what it can do for you