

Computers Robyn Harlock. This course is being organised by Warrnambool City Council and will be available to everyone. Details are still being finalised, and will explore what is inside a computer, and how to access these bits and fiddle with them, how to get most out of Windows 10, Word and Excel.

Starts early March, Library tech area

We envisage the course to run over a 6 week period, weekly 1 to 1 1/2 classes, with participants capped at 6.

The 1st week we will pull a desktop computer to pieces and learn about the various hardware items, how to replace, upgrade and maintain components i.e. upgrading RAM, removing and cleaning system and CPU fans, how to replace harddrives, DVD burners, installing and configuring PCI cards etc. There will be an emphasis on maintaining your computer to get as much as you can for as long as you can, without going out to buy a new system or throwing it in the bin just because it is running slowly/roughly. It's about sustainability, less being thrown into landfill, and people having a better understanding of their options when talking to a computer tech/sales person.

The 2nd week we will concentrate on the operating system, how to navigate around the desktop and personalise Windows, look at some of the built in programs, system maintenance i.e. cleaning out cookies, removing old download files that just clutter up your system, anti virus protection and online security, as well as anything else along these lines people ask about. This is why we have left the sessions to maybe run to 1 1/2 hours to allow for questions and people to go off on tangents. A little bit.

The 3rd week we will concentrate on Office, learning basic features of the program, how to create and maintain a filing system, different file formats etc.

On the 4th week, depending on interest, we can take a look at Excel, setting up a workbook and inputting data into pages.

The 5th and 6th weeks can be dedicated to whatever else people may be interested in. We will play this by ear. Some may want to look at graphics or movie editing. Other areas of interest may be explored depending on what participants want.