

Topics Covered On On-Line Virtual Zoom Course APRIL 2026

Zoom Sessions 2.00pm Monday or 10.00am Tuesday

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| 1 Monday 27th April | Word Activities - Formatting Text Creating Card |
| Tuesday 28th April | Snip & Sketch/Snipping Tool |
| (9.30am) | |
| 2 Monday 4th May | Flyers, Columns, Tables - inserting images |
| Tuesday 5th May | |
| 3 Monday 11th May | Labels, Dropbox/Google Drive, One Drive (Cloud Storage) |
| Tuesday 12th May | |
| 4 Monday 18th May | Zoom, File Minimizer (reducing file size of photos) |
| Tuesday 19th May | |
| 5 Monday 25th May | PowerPoint (Text, Images, Sound and Video) |
| Wednesday 28th May | Sound (Audacity - Tapes and Vinyl to Digital Format - MP3) |
| 6 Monday 1st June | Video Slide Shows (Photo Story3 and W10 Photos) |
| Tuesday 2nd June | |
| 7 Monday 8th June | Excel Exercises Spreadsheets, (1) |
| Tuesday 9th June | |
| 8 Monday 15th June | Making Videos WMM, & Spreadsheets (2) |
| Tuesday 16th June | |
| 9 Monday 22nd June | Email & attachments, CC & BCC: Recovering Lost Files (Recuva) |
| Tuesday 23rd June | |
| 10 Monday 29th April | Photo Editing (Picasa 3 and Google Photos) |
| Tuesday 30th June | Computer Advice, Free software, |

Software Used

WPS Office 16/19, Windows 10, Windows 11

File Explorer, Zoom Internet Explorer & Edge

Google and Google Drive, Google Photos App, MovieMaker

G-Mail Photo Story 3, WMM, Audacity, File Minimizer, Picasa 3, Photos App

Contact Bob Ireland 0121 745 6471 rjireland.ri@gmail.com