

## **U3A Information Technology – Topics**

### **Introduction**

- The sessions will take place on the 2<sup>nd</sup> Tuesday of each month between September and June.
- No sessions will take place during July and August.

### **Objectives**

- Equip members with the skills needed to use current technology, including a Windows 10 / 11 PC, an iPhone and Android mobile phone.
- Provide practical demonstrations in using current software such as a word processor, spreadsheet, and presentation software.
- Provide some basic theoretical knowledge of Computer Science.
- Examine the latest developments in technology.
- Assist individuals with problems using their own equipment.

| Number | Topics  |
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| 1.     | <b>What is a computer?</b><br>The main components of a modern PC, including the Processor, RAM (Memory), SSD, Operating System and Hard Disk. Factors to consider when buying a computer.   |
| 2.     | <b>What is Windows 10/11?</b><br>The purpose of an Operating System and the tasks performed by Windows 10 / 11. Checking that a PC is updating. Firewall, Anti-Virus Software, and the configuration. Using the Defragmenter and the Disk Clean utilities.                      |
| 3.     | <b>Managing Emails</b><br>Theoretical and Practical Aspects of Email.   |
| 4.     | <b>Internet Browsers</b><br>Internet terminology associated with browsers: Internet, WWW, Search Engine. Chrome and Edge: Favourites, Bookmarks, Reading List, Settings. Configuring an Internet Browser.   |
| 5.     | <b>Cookies</b><br>What are Cookies? Saving Passwords, Web Server.   |
| 6.     | <b>Online Security</b><br>Common scams, types of risk, maintaining your antivirus software and your firewall and encryption.  |
| 7.     | <b>Fundamentals of Computer Science</b><br>Binary, bits and the digitization of text, numbers, sounds and photographs. Digital Files (Audio, Images, Media)   |
| 8.     | <b>Video Editing</b><br>Terminology associated with Video Editing. Using the Windows 10 App "Video Editor" to perform simple editing to a Video file.   |
| 9.     | <b>iPhone – Camera</b><br>How to use the iPhone camera. Including photograph shape and size, taking video. Settings: Live, Flash, Focus Point, Brightness and Timer.  |
| 10.    | <b>iPhone Photographs</b><br>How to take your photographs from an iPhone or Android phone and organise them on a PC. What to do when your iPhone runs out of cloud space.   |
| 11.    | <b>Android Phone - Camera</b><br>How to effectively use the features of a camera on an Android mobile phone.  |
| 12.    | <b>Google Accounts and Gmail</b><br>Using the features of a Google account on both a mobile phone and on a PC. Using the Google Apps on both a PC and mobile phone (Calendar, Gmail, Photos, Drive, Contacts, Maps). Creating a Wi-Fi Hotspot (tethering). Effect use of Gmail. |
| 13.    | <b>Microsoft Account</b><br>Identifying your Microsoft Account, Online Apps, OneDrive and OneNote.  |

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| <b>14.</b> | <b>Scanning Old Photographs</b><br>Choosing a scanner. Creating digital photos from old family photographs. The quality of images. Organising your scanned photographs. Printing Digital Photographs.  |
| <b>15.</b> | <b>Apple and the iPhone</b><br>History of Apple, an Apple Account, iCloud and apps on an iPhone. Getting the most out of your iPhone. Creating a Wi-Fi Hotspot (tethering). Dealing with individual problems with using an iPhone  |
| <b>16.</b> | <b>Backing Up</b><br>Where, what and how-to backup your important file. Backup devices and cloud space.  |
| <b>17.</b> | <b>Travel &amp; Holidays</b><br>Which sites are best for booking travel of holidays? Tips and precautions for booking either a holiday, accommodation, or travel. Examples: Booking.com, AirBNB, Jet2, TheTrainline, EasyJet, Ryanair, TripAdvisor, etc.   |
| <b>18.</b> | <b>Social Media</b><br>Facebook and Twitter. The usefulness of social media and the precautions a user should take.  |
| <b>19.</b> | <b>Enhancing and repairing digital photographs.</b><br>Demonstrating how to repair old photographs to improve their appearance.  |
| <b>20.</b> | <b>Useful Apps and Websites</b><br>Looking at Apps and websites that members of the group find useful.   |
| <b>21.</b> | <b>Bitcoins</b><br>What is a bitcoin? How are they created and used? Are they a good investment?   |
| <b>22.</b> | <b>Technology in the News</b><br>This is a review of stories in the news related to Information Technology which have recently appeared in the media.  |
| <b>23.</b> | <b>Windows – Maintenance Tasks</b><br>Carrying out tasks that may improve the performance of your PC. This will include deleting unwanted software, running the Disk Clean-Up Utility and the Defragmenter. Tips for improving the performance of a PC.  |
| <b>24.</b> | <b>Free Software</b><br>Free software versus paid software and licensing issues. Which free software is useful?  |
| <b>25.</b> | <b>Music – From Vinyl to Streaming</b><br>History of how we listen to music. Different streaming options including Spotify, Google Play Music, Apple Music and Amazon Music. The theory and a demonstration of Bluetooth. Hardware devices, including Amazon's Alexa, Google Home Speakers and the Apple HomePod. Using iTunes to create a library of music from your CDs. Using iTunes to play music. |

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| <b>26.</b> | <b>Managing your Finances Online</b><br>Tips for online banking together with tasks that can be conducted. Precautions to be taken when banking online. Buying travel money and travel cards. Investing online.   |
| <b>27.</b> | <b>Shopping Online</b><br>Where to shop and the precautions you should take. Online stores: Amazon, John Lewis, Sainsbury, Ocado, M&S etc. Giving away unwanted items on Freecycle. Sharing Advice amongst members.   |
| <b>28.</b> | <b>Google Maps</b><br>Directions, Street View, Previous Dates, Advertising, Favourite Places, Downloading Maps and Practical Uses.  |
| <b>29.</b> | <b>Demonstration of Spreadsheet Features</b><br>A demonstration of the practical uses of a spreadsheet. Using features in Microsoft Excel (Functions: =Sum, =Average, =Min and =Max, Formulae: e.g. =G4*H4, Absolute Cell Addressing and the If Statement). Improving the appearance of a spreadsheet.  |
| <b>30.</b> | <b>Demonstration of Word Processing Features</b><br>A demonstration of the practical uses of a word processor. Formatting text including emboldening, italics and underlining text. Creating numbered lists and bulleted lists. Changing font colour and size, inserting page breaks and using styles. Inserting pictures, Using Styles, Change the Background. Using Cut and Paste.                              |
| <b>31.</b> | <b>Files and Folders</b><br>Organising your files, creating folders, moving, and copying files. File Manager and important folders: Downloads, Documents, Music and Pictures.   |
| <b>32.</b> | <b>Software Suites</b><br>Microsoft Office and LibreOffice. Features available in each software suite. How to download LibreOffice. Why is LibreOffice free? The cost of buying Microsoft Office. Using Microsoft's free online apps that include Word and Excel.   |
| <b>33.</b> | <b>Demonstration of the features of Presentation Software</b><br>A demonstration of the practical uses of a presentation software. Creating a basic PowerPoint presentation. PowerPoint presentation concepts: slides, inserting new slides, applying a design, inserting images. Adding a professional touch to a presentation. Using transitions and animations on a presentation. Adding notes for each slide. |
| <b>34.</b> | <b>Artificial Intelligence</b><br>What is Artificial Intelligence? Advantages and disadvantages of AI. Using ChatGPT.   |
| <b>35.</b> | <b>Developments in the UK Telephone System</b><br>From PSTN to VOIP. A very brief history of the UK Telephone System and the dramatic change taking place in the very near future.  |
| <b>36.</b> | <b>Window 10 – End of Support</b><br>What are the consequences of Microsoft ending support for Windows 10 in October 2025. Can you use your computer beyond this date? Will millions of computers be sent to landfill or recycling?   |

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| <b>37.</b> | <b>Losing your mobile phone</b><br>Mobile phone dependence, the problems associated with losing your phone, steps that can be taken to mitigate the problems associated with losing your mobile phone.   |
| <b>38.</b> | <b>Streaming Services</b><br>Streaming services such as the iPlayer and Netflix. The costs, features, and whether they can be used while outside the UK. Downloading programmes which can then be viewed away from your home and even outside the UK. Casting to a TV and possible changes to the licence fee. |
| <b>39.</b> | <b>Booking Accommodation Using Apps and Websites</b><br>Booking.com – features, advantages, disadvantages and tips. Using Google Maps to find hotels. AirBnB - features, advantages, disadvantages and tips. Other methods of booking accommodation.   |