

Topics Covered On On-Line Virtual Zoom Course July 2026

Zoom Sessions 2.00pm Monday or 10.00am Tuesday

- 1 Monday 6th July Word Activities - Formatting Text Creating Card
Tuesday 7th July Snip & Sketch/Snipping Tool
- 2 Monday 13th July Flyers, Columns, Tables - inserting images
Tuesday 14th July
- 3 Monday 20th July Labels, Dropbox/Google Drive, One Drive (Cloud Storage)
Tuesday 21st July
- 4 Monday 27th July Zoom, File Minimizer (reducing file size of photos)
Wednesday 29th July
- 5 Monday 3rd August PowerPoint (Text, Images, Sound and Video)
Tuesday 4th August Sound (Audacity - Tapes and Vinyl to Digital Format - MP3
- 6 Monday 10th August Video Slide Shows (Photo Story3 and W10 Photos)
Tuesday 11th August
- 7 Monday 17th August Excel Exercises Spreadsheets, (1)
Tuesday 19th August
- 8 Monday 24th August Making Videos WMM, & Spreadsheets (2)
Tuesday 25th August
- 9 Monday 31st August Email & attachments, CC & BCC: Recovering Lost Files (Recuva)
Tuesday 1st September
- 10 Monday 7th September Photo Editing (Picasa 3 and Google Photos)
Tuesday 8th September 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

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