

Topics Covered On On-Line Virtual Zoom Course September 2026

Zoom Sessions 2.00pm Monday or 10.00am Tuesday

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| 1 Monday 14 th September | Word Activities - Formatting Text Creating Card |
| Tuesday 15 th September | Snip & Sketch/Snipping Tool |
| 2 Monday 21 st September | Flyers, Columns, Tables - inserting images |
| Wednesday 23 rd September | |
| 3 Monday 28 th September | Labels, Dropbox/Google Drive, One Drive (Cloud Storage) |
| Tuesday 29 th September | |
| 4 Tuesday 6 ^h October | Zoom, File Minimizer (reducing file size of photos) |
| Wednesday 7 th October | |
| 5 Monday 12 th October | PowerPoint (Text, Images, Sound and Video) |
| Tuesday 13 th October | Sound (Audacity - Tapes and Vinyl to Digital Format - MP3) |
| 6 Monday 19 th October | Video Slide Shows (Photo Story3 and W10 Photos) |
| Tuesday 20 th October | |
| 7 Monday 26 th October | Excel Exercises Spreadsheets, (1) |
| Wednesday 28 th October | |
| 8 Monday 2 nd November | Making Videos WMM, & Spreadsheets (2) |
| Tuesday 3 rd November | |
| 9 Monday 9 th November | Email & attachments, CC & BCC: Recovering Lost Files (Recuva) |
| Tuesday 10 th November | |
| 10 Monday 16 th November | Photo Editing (Picasa 3 and Google Photos) |
| Tuesday 17 th November | 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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