Topics Covered On On-Line Virtual Zoom Course November 2026

Zoom Sessions **2.00pm** Monday or **10.00am** Tuesday

1 Monday 23rd November — Word Activities - Formatting Text, Creating Card

Wednesday 25th November — Snip & Sketch/Snipping Tool

2 Monday 30th — Flyers, Columns, Tables – inserting images

Tuesday 1st December

3 Monday 7th December — Labels, Dropbox, Google Drive,One Drive (Cloud Storage)

Tuesday 8th December

4 Monday 14th December — Zoom, File Minimizer (reducing file size of photos)

Tuesday 15th December

5 Monday 21st December — PowerPoint (Text, Images, Sound and Video)

Tuesday 22nd December — Sound (Audacity – Tapes and Vinyl to Digital Format – MP3

Monday 28th and Tuesday 29th December NO SESSION

6 Monday 4th January — Video Slide Shows (PhotoStory3 and W10 Photos)

Tuesday 5th January

7 Monday 11th January — Excel Exercises Spreadsheets, (1)

Tuesday 12th January

8 Monday 18th January — Making Videos WMM, & Spreadsheets (2)

Tuesday 19th January

9 Monday 25th January — Email & attachments, CC & BCC:Recovering Lost Files (Recuva)

Wednesday 27th January

10 Monday 1st February — Photo Editing (Picasa 3 and Google Photos)

Tuesday 2nd February — Computer Advice, Free software,

Participants can join for individual tops of interest

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 Ap

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