

LIMITED  
SPACES

# TECHconnect Classes for Beginners

*Covering computer basics, social media  
and mobile technology*



2019

**These classes are specifically designed for adults who are interested in exploring the internet and becoming familiar with different devices or programs on offer in the online world.**

# About TECHconnect

## How do I book and what does it cost?

The classes are open to library members only. Library membership is free on production of suitable ID.

**Classes will be held Thursdays on selected dates from 10.30am to 12.30pm at Lionel Bowen Library.**

Payment of \$3.00 per class must be made at the time of booking and bookings can be made in person at any of our three library locations.

Please ensure you are able to attend your class as **no refunds or transfers for the class fee are available** (except in the case of cancellation due to insufficient registrations).

# TECHconnect Basics

**TECHconnect Basics** is a series of workshops aimed at those just starting out with computers.

## Basics One: Getting Started with Computers

Discover the basics of how to operate a computer.

## Basics Two: Introduction to the Internet

An introduction to the internet, including how to find your way around websites.

**Pre-requisites:** Completion of *Basics One: Getting started with computers*.

## Basics Three: Introduction to the Keyboard

Learn the necessary keys for basic

typing. Discover how to insert or delete words, create new lines and more.

## Basics Four: Introduction to Email

Discover how email works, including opening, reading and replying to emails and more.

**Pre-requisites:** Completion of *Basics One, Basics Two* and *Basics Three* (or equivalent skill level).

**You must have an existing email address and know your password.**

Don't have an email address? Set up a *TECHconnect One-On-One* session beforehand.



# TECHconnect Classes 2019

TECHconnect classes will be held **Thursdays on selected dates from 10.30am – 12.30pm at Lionel Bowen Library.**

<b>Date 2019</b>	<b>Workshop</b>	<b>Cost</b>
14 February	Basics One: Getting Started with Computers	\$3.00
21 February	Basics Two: Introduction to the Internet	\$3.00
28 February	Basics Three: Introduction to the Keyboard	\$3.00
7 March	Basics Four: Introduction to Email	\$3.00
14 March	Revision	Free
9 May	Basics One: Getting Started with Computers	\$3.00
16 May	Basics Two: Introduction to the Internet	\$3.00
23 May	Basics Three: Introduction to the Keyboard	\$3.00
30 May	Basics Four: Introduction to Email	\$3.00
6 June	Revision	Free
8 August	Basics One: Getting Started with Computers	TBA
15 August	Basics Two: Introduction to the Internet	TBA
22 August	Basics Three: Introduction to the Keyboard	TBA
29 August	Basics Four: Introduction to Email	TBA
5 September	Revision	Free
24 October	Basics One: Getting Started with Computers	TBA
31 October	Basics Two: Introduction to the Internet	TBA
7 November	Basics Three: Introduction to the Keyboard	TBA
14 November	Basics Four: Introduction to Email	TBA
21 November	Revision	Free

# TECHconnect One-On-One

**Need help with technology but prefer a more individual approach? Randwick City Library offers free one-on-one assistance with a tech-savvy volunteer. These one hour sessions are booked for a mutually convenient time and date.**

*TECHconnect One-On-One* sessions can cover topics including:

- Getting the most out of your mobile phone, iPad or tablet
- Getting the most out of your laptop
- Connecting your laptop or tablet to the WiFi service in the Library
- Navigating a website
- Setting up an email account
- Reading, replying, composing and forwarding email messages
- Reading, saving and forwarding attachments from an email
- Creating documents using Word or Wordpad
- Saving and accessing files from a USB drive
- Searching for information on Google
- Reading news online
- Uploading photos to Facebook
- Accessing government information
- Searching the Library catalogue and reserving a library item
- Accessing self-paced learning tutorials from the Library's webpage
- Downloading eAudio and eBooks from the Library

**Bookings are essential in person, or over the phone: 9093 6400**

***TECHconnect One-On-One* is available at Lionel Bowen Library and Margaret Martin Library.**