Topics Covered On On-Line Virtual Zoom Course April 2024

Zoom Sessions 2.00pm Monday or 10.00am Tuesday

**Monday 22nd April Word Activities - Formatting Text Creating Card**

**Tuesday 23rd April Snip & Sketch/Snipping Tool**

**Monday 29th April Flyers, Columns, Tables - inserting images**

**Tuesday 30th April**

**Monday 6th May Labels,Dropbox/GoogleDrive,OneDrive (Cloud Storage)**

**Tuesday 7th May**

**Monday 13th May Skype/Zoom, File Minimizer (reducing file size of photos)**

**Tuesday 14th May**

**Monday 20th May PowerPoint  (Text, Images, Sound and Video)**

**Tuesday 21st May Sound (Audacity – Tapes and Vinyl to Digital Format – MP3**

**Monday 27th May Video Slide Shows  (Photo Story3 and W10 Photos)**

**Wednesday 29th May**

**Monday 3rd June Excel Exercises     Spreadsheets, (1)**

**Tuesday 4th June**

**Monday 10th June Making Videos WMM, & Spreadsheets (2)**

**Tuesday 11th June**

**Monday 17th June Email & attachments,CC & BCC:Recovering Lost Files (Recuva)**

**Tuesday 18th June**

**Monday 24th June Photo Editing    (Picasa 3 and Google Photos)**

**Tuesday 25th June Computer Advice, Free software, Utilities**

Software Used

**WPS Office 16/19,   Windows 10,     Windows 11**

**File Explorer,  Zoom, Skype**

**Internet Explorer & Edge**

**Google and Google Drive, Google Photos App  Windows MiniTool  MovieMaker**

**G-Mail           Photo Story 3,   WMM,   Audacity,   Skype, File Minimizer, Picasa 3 . Photos App**