

SESSIONS. Below is a list of introductory topics chosen by the Group.



Recent Topics

Address Labels Back-up Methods Basic Computer Units Banking On-Line
Best 24 Free Apps Cloud Storage & Sharing Data Protection Regulations E-Books on
Tablets E-mail: Client Options, Contact Groups, Folders, Windows 10 Mail External
Storage File Organisation Google Drive & Photos Google Docs – preparing present-
ation from scans Log-in Methods Malware Protection on Tablets & Phones
Microsoft Edge Browser Mirroring Tablet & Phone on LapTop MP3 Music Discs
Multi-Clipboard My Favorite App One-Note Clipping Password Manager
Photo Processing MS Publisher – applications & uses Set System-Restore Point
Short-Cut Keys Speeding-up Slow Computers Snip & Sketch Strong Passwords
Text in Photos to Editable Documents U-tube – some iconic clips Windows 10 1903 &
1909 Updates Music – recording, indexing & playing Backup Using SynchToy E-mail
using Mozilla Thunderbird Maps – use as SatNav for walks and drives

Programmed Meetings

October 7	MS File History Backups	Barry
October 21	Google Text Recognition	Martin
November 4	Google Drive and Photos	David
November 18	Favourite Keyboard Shortcuts	Barry

Topics for Future Meetings (from previous discussion, to be programmed)

Operating Manuals – finding & using Useful Apps & Web-Sites Windows 10 Updates
Demos of Tablet and Phone Topics on lap-top for Projection Nature Recognition Apps
Videos Controls for stop, replay, speed etc. MS File History for controlled back-up
Google Earth Photos Text Corruption on Updates Windows Storage Sense v C-Cleaner
E-Books, Newspapers & Magazines – access with Library Card Android OS Updates
E-mail Attachment Limits – use of Cloud Account & Password Management Back-up
MS Edge Update E-mail Contact Groups Inserting Objects into Text Magnifying Text
Mirroring on Phone & Tablet Mouse v Touch-Pad Scams Ripping MP3 Methods
Solid-State Drives Move Files from CDs to Solid State? MS Word – symbols & templates
Smart Speakers MS Office 365 Offers