

Word processing, spreadsheets and presentations

Word basics

Create a document; open files; select and format text; correct errors; save files; check spelling; get help

Excel basics

Cells, rows and columns; enter data; data types; enter formulas; AutoSum; add hyperlinks

PowerPoint basics

Create a PowerPoint presentation; slide layouts; use Slide Sorter and Slide Show; hints and tips for advanced users

Other practical applications

Digital cameras

Load images to a PC; the camera as removable storage; copy images

Photo editing

Free editing software (MS Picture Manager, Pixlr, Gimp); edit pictures; change picture size

Scanning

Scan documents and pictures; scan text for editing; scan to a PDF file

Burning and ripping CDs and DVDs

Organising your folders and files

Find, copy, move, rename and delete files; organise or create folders on your hard drive or removable storage device; expand and collapse folders

With you every step of the way

If you need more long-term or advanced training than our taster sessions provide, our staff may be able to help you find a suitable course in your area.

For more information please ask in any Richmond Borough library, or call the Information and eServices Team on:

020 8734 3308

or visit us at:

Richmond Reference Library
1st Floor
Old Town Hall
Whittaker Avenue
Richmond TW9 1TP

Email us at:

reference.services@richmond.gov.uk

Learn new
computer skills
today!



**COMPUTER
TASTER
SESSIONS**

Information & eServices





Need help getting started on computers?

Want to become more confident and improve your computing and internet skills?

Our computer taster sessions are the ideal place to start.

Free computer taster sessions

Our friendly and knowledgeable staff provide free computer taster sessions - whether you are a complete beginner, need to refresh your knowledge, or just want to know what the internet is all about.

Visit one of our weekly drop-ins or book a specific taster session.



Finding a session that's right for you

Before we arrange a taster session we'll ask you about your computer knowledge and how you want to use your newly-acquired skills. We can then suggest one or more taster sessions that are right for your ability and experience.

Taster sessions in Richmond Borough libraries

Getting started: for those with no mouse or keyboard skills

Mouse Skills

Using the left & right buttons and the scroll wheel; holding/moving the mouse; point, click and drag; single- and double-click; dragging and dropping

Keyboard Skills

Using the Delete, Backspace, Enter and Shift keys; Control, Function and Navigation keys; numeric keypad

Using the internet

Internet Basics

The browser; mouse and keyboard; scrolling; entering an address; web links; online forms

Email (Hotmail, Gmail and Yahoo!)

Setting up an account; choosing an email address and password; composing, sending and receiving emails; attachments; contacts

Searching the Internet

Using Google; interpreting results; advanced searching; using other search engines

Online plus: get more out of the internet

Online Shopping and Banking

Introduction; basic rules of internet shopping; shopping on Amazon; buying travel tickets online

Research Your Family History

Ancestry UK; 10 tips for getting started; online records – free and pay sites; useful web addresses

Homework and Study

Useful homework and study websites including BBC Schools Page, Britannica Online and KidSpace

Social networking: learn to use social websites

facebook

Getting started; security settings; profiles; Friends; messages and the Wall; other functions



Who uses Twitter and what is it used for?; browsing, finding friends, and searching for other Tweets

Blogs

Who uses blogs and what are they for?; types of blog

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