

Workshop descriptions

- 200) **Adding pictures to E-mails** **4 Hours**
Editing pictures using 'Infanview'.
Scaling and cropping pictures to suit E-mail bandwidth.
Saving pictures to JPEG format.
- 201) **CD and DVD burning** **4 Hours**
Burn files or copy disk to CD using 'Nero'.
Erasing disks if re-writable.
- 202) **PC Maintainance** **4 Hours**
Updating operating system.
Install virus and spam protection.
Removing temporary files.
Downloading and installing programs.
Creating rescue disks.
Hard drive housekeeping.
- 203) **Keyboard skills** **4 x 1.5 Hours**
Learning to type.
- 204) **Trademe** **4 Hours**
How to register.
How to search for items.
Placing a bid and watching the bidding.
Finalising the sale.
Setting up to sell an item.
- 205) **Digital cameras** **4 Hours**
Using and setting up a camera.
Copying the pictures to a computer.
Resizing and printing the pictures.
- 206) **Creating Calendars, Cards and Bookmarks** **4 Hours**
Setting up page.
Placing pictures and clipart onto page.
Creating borders and using shading.
Setting up for printing.