

WHAT ARE MY KIDS DOING ON THE INTERNET?

Topics covered:

- What is 'Facebook'?
- What is 'MSN'?
- What is 'My Space'?
- What is 'YouTube'?
- Checking the Internet history
- What security to we need?

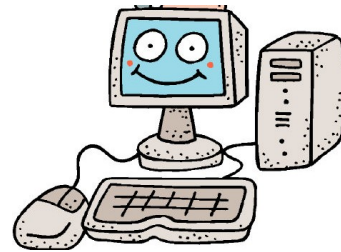
OTHER COURSES RUN IN 2 HOUR WORKSHOPS

INTRODUCTION TO MS WORD
(4 X 2 hour workshops)

INTRODUCTION TO MS EXCEL
(4 X 2 hour workshops)

INTRODUCTION TO MS OUTLOOK
(2 X 2 hour workshops)

INTRODUCTION TO MS PUBLISHER
(4 X 2 hour workshops)



All Workshops consist of a small number of participants and are held in our training room at:

*Shop 1c Boonooroo Park Shopping Centre
Neilsens Road
Carrara Qld 4211*

Each student will have a computer to work on and will receive comprehensive, easy to understand notes.

These courses are specifically designed for the 'New Computer User' - with easy to understand terms and step-by-step instructions.

BOOKINGS ESSENTIAL
PLEASE CALL DA COMPUTER TRAINING ON
(07) 5594 5566



GUIDE TO COMPUTER WORKSHOPS FOR BEGINNERS



DA COMPUTER TRAINING & REPAIRS

Shop 1c, Boonooroo Park Shopping Centre,
Neilsens Road
Carrara Qld 4211

Phone: (07) 5594 5566

Email: admin@dacomputertraining.com.au
Web: www.dacomputertraining.com.au

INTRODUCTION TO DIGITAL CAMERAS

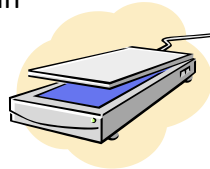
Topics covered:

- Settings on your camera—what do they all mean
- Download the photo's from your camera to the computer
- Filing your photos
- How to fix red eye, contrast, and brightness
- Saving your photo for printing
- Printing your photos
- Deleting photos from your camera and computer

INTRODUCTION TO SCANNING

Topics covered:

- Basics of how scanning works
- Loading your scanning software
- What settings to use for different images
- Marking out the area to scan
- Saving your scanned image



BASIC PHOTO ENHANCEMENTS

With Adobe Photoshop Elements

Topics covered:

- Fixing the brightness of your photo
- Fixing the contrast of your photo
- Fixing the colour of your photo
- Fixing Red-eye
- Cropping your images
- Removing blemishes and wrinkles

EBAY—INTRODUCTION TO BUYING

Topics covered:

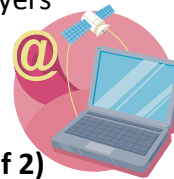
- What is eBay?
- Registering as a user
- Searching eBay
- What is 'My eBay'
- Watching an item that is up for auction
- Bidding on an item
- What happens when I win an auction?



EBAY—SELLING ON EBAY (class 1 of 2)

Topics covered:

- Register as an eBay seller
- Research similar items for sale
- Preparing images of your item
- How much will it cost to send?
- Registering with Paypal
- Typing up the item details
- How will I receive payment?
- List your item
- Answering questions from buyers



EBAY—SELLING ON EBAY (class 2 of 2)

Topics covered:

- Using Turbo Lister to list items on eBay
- Using 'My eBay' to track items for sale
- Using eBay checkout when item sells
- How do I receive payment?
- Sending your item

INTRODUCTION TO SKYPE

Topics covered:

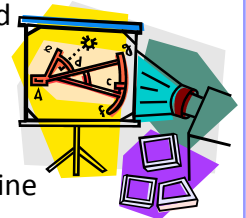
- What is Skype?
- Downloading and installing Skype
- Registering with Skype
- Sending instant messages
- Talking to family and friends
- Video conferencing

CREATING A DVD SLIDESHOW

With Windows Movie Maker (class 1 of 2)

Topics covered:

- Getting the photos ready
- How much music will I need
- Converting music to MP3
- The Movie Maker window
- Importing Photos
- Adding photos to the timeline
- Adding transitions
- Saving the project.



CREATING A DVD SLIDESHOW

With Windows Movie Maker (class 2 of 2)

Topics covered:

- Importing Music
- Joining music for slideshow
- Adding titles and credits to your slideshow
- Saving the completed slideshow as a movie
- Converting the slide show to DVD format
- Burning on to DVD