



# Technology Seminars & Computer Workshops

Beginners

**Computers for the Terrified** - Please don't panic! We speak in plain English and go through everything at your own pace. This relaxed workshop has been designed for complete beginners. By the end of this workshop you will have the confidence to move onto some of the other workshops.

**Computers for the Not-So Terrified** - This is the second of our beginners' workshops, aimed for those who have a basic knowledge of computers, but would like to move onto the next level. In this workshop we will be learning how to write and save a letter. We will also cover basic Internet skills.

**Computers for the Quietly Confident** - The third of our beginners' workshops is aimed at those who are feeling a little more confident and are ready to learn quicker and easier ways of doing things. We will cover files, folders, photos and much more.

**Understanding and Organising Files & Folders** - This workshop is for anyone with a messy computer! We show you simple techniques to create files and folders and how to organise them on your computer. We show you how to safely delete, rename and move files, folders and sub-folders.

**Using Simple Spreadsheets** - A workshop aimed at those who would like to master using spreadsheets with formulae and graphs. Take away an easy-to-use spreadsheet on CD that you can use on your own computer at home.

Photo

**Digital Photography Basics** - Bring along your own camera to this workshop, where we will show you a simple step-by-step method in downloading your photos onto the computer, organising them into tidy folders and then copy them onto a CD to take home.

**Digital Photo Editing** - These workshops will show you how to brighten a dark image, remove red eye, remove people from or add people to photos, create stunning panoramas, restore old photographs, confidently use layers, remove wrinkles and lots more!

**Creating Photo and Video Slideshows for DVD** - Whether you are a digital photographer or video enthusiast, this is an easy to follow workshop that will teach you how to put your photos and videos into order and then add music, narration, titles, transitions and DVD menus.

**Digital Music and Converting LPs and Tapes to CD** - Learn how to convert all of your old vinyl LPs and cassettes to digital format! Once converted it is easy to clean up and restore, copy to a CD, or even download onto an MP3 player. We also go through the basics of creating your own music CDs.

Most popular

**Who Do You Think You Are? Family History** - In this workshop we show you how simple it is to create your Family Tree with your computer. We show you simple techniques to search for missing relatives, add photos, birth certificates and show you how to create easy-to-manage family trees.

**Speed Up Your PC - Simple Maintenance Techniques** - Is your computer getting slower and slower? Does it take hours to start up? Learn lots of simple and useful tips that will help speed up your computer - you will be surprised how much of an improvement we can make!

**Wireless Computing - Keeping Your Home Safe and Secure** - Routers, broadband, networking... it can all get very confusing. Learn how to confidently setup a secure wireless network in your home, applying security measures to ensure your home is protected from online fraud and identity theft.

**Professional Presentations with PowerPoint** - During this workshop you will learn how to create presentations using many of the incredible features in PowerPoint. Whether you are creating presentations for friends, family or a club or society, learn some simple yet essential techniques.

Seminars

**Beginners Guide to eBay** - Come along to this seminar where you will get to grips with the basic principles of eBay and gain the confidence to try it when you arrive home. Learn how to get started, how to bid, buy and sell safely, important PayPal tips and much more.

**Getting to Grips with Windows Vista** - Love it or hate it, Vista has arrived. Come along to this seminar which will guide you through the main improvements and show you useful techniques for making the change from Windows XP to Windows Vista.

**Beginners Guide to Facebook** - Want to know what all the fuss is about? This seminar will talk you through the basics of Facebook and give you the confidence to get started. We will even set up your very own Facebook account that you can start using immediately.

**Introduction to iPods and iTunes** - Come along to this seminar where you will be given a fascinating insight into the world of the iPod. You will learn how iPods work, how to use the iTunes software required to transfer music onto your iPod and how to create your own playlists.

**The Earth from Above - Introduction to Google Earth** - A treat for technology and geography enthusiasts alike! This presentation includes incredible satellite images found on the revolutionary Google Earth website. Learn how easy it is to get started with this phenomenal technology.

# Digital Living Workshop Schedule

F = Free Seminar  
S = Seminar  
W = Workshop

Date:	Type:	Session:	Time:
06/05/2010 (At Sea)	F	Introduction to Digital Living	10.00 am ( )
	F	Digital Photo Presentation	11.00 am ( )
	F	Computers for Complete Beginners	12.00 pm ( )
	S	Beginners Guide to eBay (Part 1)	2.00 pm ( )
	F	Which Computer?	3.00 pm ( )
	F	Introduction to Digital Living	4.00 pm ( )
	F	Digital Living Q & A	5.00 pm ( )
07/05/2010 (At Sea)	F	Digital Photo Presentation	10.00 am ( )
	S	Beginners Guide to eBay (Part 2)	11.00 am ( )
	W	Digital Photo Basics	12.00 pm ( )
	W	Who Do You Think You Are? Family History (Part 1)	2.00 pm ( )
	W	Digital Photo Editing (Part 1)	3.45 pm ( )
08/05/2010 (At Sea)	W	Computers for the Terrified!	10.00 am ( )
	W	Who Do You Think You Are? Family History (Part 2)	11.45 am ( )
	W	Digital Photo Editing (Part 2)	2.00pm ( )
	W	Digital Music - Converting LPs and Tapes to CD and Mp3	3.45pm ( )
12/05/2010 (At Sea)	W	Digital Photo Basics	10.00 am ( )
	W	Computers for the NOT So Terrified!	11.45 am ( )
	W	Creating Photo and Video Slideshows for DVD (Part 1)	2.00 pm ( )
	W	Digital Photo Editing (Part 1)	3.45 pm ( )
16/05/2010 (At Sea)	W	Creating Photo and Video Slideshows for DVD (Part 2)	10.00 am ( )
	W	Digital Photo Editing (Part 2)	11.45 am ( )
	W	Computers for the Quietly Confident	2.00 pm ( )
	W	Speed Up Your Pc - Essential Maintenance Techniques	3.45 pm ( )
	S	Beginners Guide To Facebook	5.30 pm ( )

£5 per seminar / £20 per workshop / 2 workshops = £36 / 3 workshops = £50

## Unlimited Digital Living Workshop & Seminar Pass £95

(includes all subjects, all handbooks and all accompanying tutorial material)

Please fill out this booking form and drop it into Digital Living Cyb@Study (Deck 13) Forward or Reception (Deck 5) Midship to guarantee your place. To ensure optimum learning experience, we keep the classes small. Workshops and seminars include expert tuition taught in plain English by a professional tutor and a handbook containing step-by-step notes. Please contact your Digital Living Presenter with any queries.

Terms and Conditions: Prices are per person. Two part workshops are charged as two sessions. All workshops will be charged to the name on the booking form and your account charged subject to availability. We will not contact you unless a workshop is full, when you will be contacted with a view to arranging an alternative time and/or date. If you have chosen an Unlimited Digital Living Pass, please select the sessions you would like to attend. Please ensure that any cancellations are made 48 hours before the workshop is due to take place.