

Laptop Self Care

Introduction

Laptop Self Care is an 8-week programme designed to help you learn how to use your own laptop or computer better, to be able to update it, manage it, install software and troubleshoot problems for yourself.

Through-out the course you will complete an audit of your own computer, be able to organize files and make sure it is safe.

There will be activities to complete in between classes which will develop your knowledge and confidence. These will be sent by email.

We will work through problems together as a group which is a useful way of learning and building confidence.

This is practical, hands-on and interactive.

Course Delivery

Due to the current Covid-19 restrictions, classes take place online over a video chat software called Zoom. Learners will receive support to join the classes and will attend a Zoom induction before the programme starts.

Once registered on the course, you will be contacted to discuss your individual needs AND some personal objectives will be set

The class size is restricted to 8 learners, so places are limited.

Please only register if you can commit to the whole course and the activities in between sessions.

If you have any questions, then contact:

07523 646 277 (Phone, WhatsApp or Text) **info@clearcommunityweb.co.uk** (Email)

Course Outline

Week 1: Getting to know your computer – Part 1

We start by getting to know the control panel, system information and getting settings just right for you

Week 2: Getting to know your computer – Part 2

Building confidence to download useful (and free) software, completing an audit and clearing up disk space.

Week 3: Safety and security

Learning how to secure your laptop, check for viruses and ensuring you are safe

Week 4: Files and management – Part 1

An overview of different file types and the folder structure within your computer. Learn where things are saved and how to keep things tidy.

Week 5: Files and management – Part 2

Saving files to the 'Cloud' explained and deciding what is best for you.

Week 6: Maintaining your computer

Learn how to check for and run critical updates to your computer and keeping things up to date.

Week 7: Office Applications

Learn how to create documents and spreadsheets for free with online tools and Libre Office.

Week 8: Managing Photos

How to download, transfer and organize your photos and memories.

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When does the programme start?

Classes will take place every Thursday 14.00 for 8 weeks.

We have two start dates for this programme:

- *Thursday 4th February – 25th March*
- *Thursday 8th April – 27th May*

Please note, you may only sign up for ONE of the programme dates above and will need to be able to commit to attending all 8 classes.

I have never used Zoom before, can I still join the programme?

Yes! Before the programme starts, you will be invited to join an induction session covering the basics of how to use Zoom and to join the class.

You will also be eligible to receive remote support, over the phone and doorstep visits if needed to help you download the software.

Does it cost anything?

We are happy to offer this course at a subsidized fee of **£35** thanks to funding from The National Lottery Community Fund.

If you are accepted in this course you will be contacted prior to the class for payment.



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Is this for me?

This course is open to local residents that are eager to learn how to use and maintain their own computer better.

It is designed for computers running Microsoft Windows 7, 8 or 10.

This is an active learning programme and you will be expected to complete the activities in between classes as well as conducting a self-audit of your own laptop.

You will be provided the support you need to complete these exercises.

What prior knowledge or equipment do I need?

You are expected to have your own computer and wifi access as the objective of the course is to learn how to use or manage that better.

But you are not expected to be an advanced learner. The aim of the course is to fill in some gaps, be a useful refresher and build confidence. So there is something for everyone.

You will also need to have access to a webcam and microphone to participate in the classes. Many laptops have this built in already.

We do expect you to

- Be able to access the internet and conduct a basic search unassisted.
- Be able to send and reply to email

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