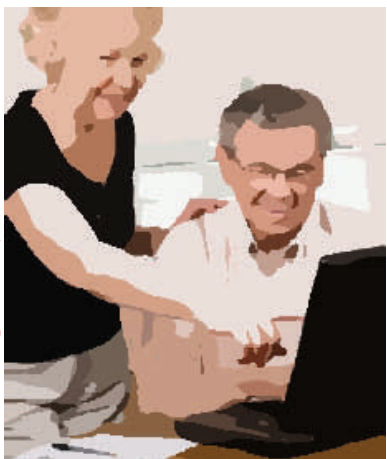


OBV



## Bits & Bytes

news: website, classes &c

## Interested in following OBV news and events on your computer?

- Get the latest OBV news updates—just send your email address to :  
**obvwebmaster@gmail.com**
- Visit [www.oldbridgevillage.net](http://www.oldbridgevillage.net) and click on the RESIDENTS' page. Check out the news, calendar and items for sale tabs.
- Attend a computer class. Provisional schedule below and on website. Sign-up in Clubhouse or by email.
- Drop in to our computer "problem-solving" sessions every Tuesday am—8.30 to 10 am in the Clubhouse.

*NOTE: ALL CLASSES TO BE HELD IN CLUBHOUSE PENDING FURTHER NOTIFICATION. PARTICIPANTS WILL REQUIRE A LAPTOP WITH WIRELESS ABILITY.*

Computer class—9 AM—11 AM EACH FRIDAY—SIGN-UP IN CLUBHOUSE	date
<b>Absolute Beginners:</b> switching on, using the mouse, understanding the desktop, physical elements of a computer (memory, storage, software etc); special keys and shortcuts; file names and saving; organization of private and public folders and files; magnifying text; printing etc	Jan 29
<b>Email:</b> Organization of a computer (files, folders, directories); how to locate an attachment for an email; web mail and email clients – how to use and choose them; email privacy, forwarding; email addresses (personal, spam); contact lists	Feb 5
<b>Keep it simple.</b> The Google solution to email, documents, spreadsheets, calendar, tasks, blogs, and websites.	Feb 12
<b>Networks and Internet:</b> Networking, wired and wireless. Wirelessly connecting to the internet; browsers and how to use them (focus on Microsoft Explorer, Google Chrome and Mozilla Firefox); search engines and how to use them; tabs and how to use them; internet history; bookmarks.	Feb 19
<b>Photos:</b> Taking, storing, sending, manipulating, embedding in documents.	Feb 26
<b>Skype – Videocalls.</b> Downloading and using the software. Checking your video and audio requirements. Conducting a call. Other bells and whistles.	Mar 5
<b>Fundamentals of EBay, Facebook and other Web Applications.</b> Workshop.	Mar 12
<b>Absolute Beginners (Repeat)</b>	Mar 19