

Introduction

Nineteen potential members declared an interest in a computing group. It is assumed their knowledge and expertise will be across a wide spectrum from very little to expert in one or more subject areas.

The computing group's primary purpose is to help and show members how to use computers; it is not a repair-shop, nor is it intended to teach programming or coding. It is the intention to identify those members who have computing knowledge and skills to help others in the group.

The group will be self-funding at a level to be agreed. This is separate from the Tetbury & District U3A membership fee.

Subject Areas

This is a starter subject-area list. It is proposed, where possible, to link these to self-help tutorials, videos and on-line guides from other U3A groups.

- Basic knowledge – Logins, Internet, Email, Security, Password Management
- Printing – printer requirements, Printing, Scanning, Copying
- Getting online – Google, Safari, Security, Shopping, Banking, YouTube, Facebook
- What are secure and insecure internet sites – why is this important?
 - Secure internet sites (green padlock)
- PCs (Windows 10), Macs (OS X), Smartphones/Tablets (iOS and Android)
- What are Applications – for example: Word, Excel, PowerPoint, LibreOffice
- What is a PDF Document
- What is Cloud storage
- What is a Web Site

Guidance

It is anticipated that help may be required in the areas listed below. It is proposed to review this list and modify to meet the group's needs.

- How to connect to the Internet
- How to use Smartphones/Tablets
- How to use Email
- How to search the Internet
- How to use Word, Excel, PowerPoint and LibreOffice
- How to create Documents and Tables
- How to make and distribute a PDF document
- How to store documents in the Cloud
- How to make a simple web site

Where and **When** will the computer group meet.

The group will need to decide where and how to meet to share problems and solutions.