



Basic iPad & iPhone series

1. Getting started

- Turning on/off and basic navigation
- Connecting to the internet
- Charging your device

2. Managing contacts

- Adding, editing & removing people
- Searching for contacts
- Sharing contacts

3. Taking photos

- Taking a photo (including “selfies”)
- Viewing photos
- Panoramas
- Shooting a video

4. Email basics

- Navigating the email window
- Reading & answering emails
- Composing a new email
- Forwarding, searching, deleting & printing emails

5. Searching the internet

- What is a Search Engine and how do I use it to find things?
- Difference between Google and Safari
- Searching the web
- Adding icons to the Home screen
- Using the microphone

6. Having fun with apps

- What is an app and why should I use them?
- Free vs paid
- Downloading an app from the App Store
- Organising your icons
- Updating apps

7. Staying connected with FaceTime

- What is FaceTime and why should you use it?
- Making & answering a FaceTime call
- Overview of other video chat options (WhatsApp & Messenger)

8. iCloud & backups

- What is iCloud
- Setting up iCloud
- Taking a backup

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Intermediate iPad & iPhone series

1. Personalising your iPad

- Customising your settings
- Setting up wallpaper, sounds, brightness & font size
- Lock & unlock options
- Managing notifications

2. Handy iPad tools

- Notes
- World clocks
- Setting an alarm, using the stopwatch and Timer
- Using the calculator
- Sharing files via AirDrop

3. Reading iBooks

- Navigating and reading an iBook
- Downloading iBooks – Free vs paid
- Managing your library
- Sharing iBooks

4. Brain training

- Free vs Paid apps
- Downloading from the App Store
- Best free games

5. Organising email

- How to be efficient with email
- Attaching photos to an email
- Folders & emails
- What is the Outbox?
- Clearing the rubbish
- Unsubscribing from marketing emails

6. Managing photos

- Editing & deleting photos
- Saving photos
- Setting up albums to keep photos organised
- Setting up a slideshow

7. Listening to music

- Free vs paid music
- Popular music apps such as Spotify
- Downloading music from iTunes
- Playing songs and adjusting volume

8. Siri – Your personal assistant

- Initial setup & asking questions
- Searching for information
- Making FaceTime calls
- Booking appointments
- Getting directions
- Sending emails

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Advanced iPad & iPhone series

1. Travelling with an iPad

- How to avoid “bill shock”
- Airplane mode, public WiFi and data roaming
- Connectivity
- Safety
- Handy apps such as Google Maps

2. How to save money with your iPad

- Accessing free stuff
- Family sharing
- Using FaceTime
- Monitoring usage
- iMessages

3. Electronic calendars

- Calendar views
- Adding, editing & deleting appointments
- Recurring events

4. Troubleshooting your iPad or iPhone

- Frozen or non-responsive iPads
- Battery not charging
- Slow iPad slow
- Restart vs Reboot

5. Watching movies, YouTube clips & Podcasts

- Downloading & watching movies
- Netflix vs Foxtel
- Playing YouTube clips
- Listening to podcasts

6. Customising Sounds

- Using a song as a ringtone
- Recording your own sounds using GarageBand
- Assign a sound to a contact
- Assign a sound to an alarm

7. Passwords & Credit Cards

- Why do I have so many passwords?
- Passcodes vs passwords
- Apps to keep passwords safe
- Touch ID
- Keychain
- Keeping credit card information safe

8. Synchronising your devices

- iCloud vs iTunes
- Email
- Contacts & calendar
- Photos
- Apps & purchases

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MacBook & iMac - Basics

1. Getting started

- Starting, shutting down & navigation
- Using the mouse, trackpad & keyboard
- Control Centre
- Notifications
- Connecting to WiFi

2. Personalising your Mac

- Setting up iCloud
- Mission Control
- Background & screen saver
- Customising the Dock

3. Using Apps

- Launching apps from the Dock
- Launchpad
- Contacts
- App Store

4. Searching the internet

- Using Safari
- Browser icons
- Spotlight search
- Using Siri

5. Email

- Navigating Apple Mail
- Replying & deleting emails
- Composing new emails
- Printing
- Searching for an email

6. Photos

- Viewing & deleting photos
- Organising photos in albums
- Slideshows
- Uploading photos
- Syncing photos across devices

7. Files & Folders

- Locating files in Finder
- Editing, moving & deleting files
- Creating folders
- Bin

8. Maintaining your Mac

- Keeping files in iCloud
- Time machine backups
- Regular software updates
- Important information



Getting to know your Windows 11 computer

1. Getting started

- Windows 10 vs 11
- Basic keyboard & mouse skills
- Screen layout
- Connecting to Wi-Fi

2. Working with files & folders

- Using File Explorer
- Copy, rename, move and delete files
- Searching
- Setting up Folders
- Recycle bin

3. Searching the internet

- Difference between Google Chrome and Microsoft Edge
- Accessing multiple tabs
- Searching the web
- Bookmarking favourite sites

4. Windows Mail basics

- Navigating the email window
- Reading & answering emails
- Composing a new email
- Forwarding, searching, deleting & printing emails

5. Managing photos

- Viewing photos
- Moving & renaming photos
- Using the Camera app
- Uploading photos from a digital camera

6. Personalising your computer

- Your Microsoft account
- Working with the traditional desktop
- Changing the background
- Customising the Taskbar

7. Handy Tools

- Windows Defender
- Printing
- Scanning
- The Snipping tool

8. Backup & restore

- Why is it important to take backups?
- External hard drives, USBs and CDs
- Scheduling a backup
- Restoring files



Basic Android tablet &/or smartphone

1. Getting started

- Turning on/off and basic navigation
- Connecting to the internet
- Charging your device

2. Managing contacts

- Adding, editing & removing people
- Searching for contacts
- Sharing contacts

3. Taking photos

- Taking a photo (including “selfies”)
- Viewing photos
- Deleting photos
- Taking a video

4. Email basics

- Navigating the email window
- Reading & answering emails
- Composing a new email
- Forwarding, searching, deleting & printing emails

5. Searching the internet

- What is a Search Engine and how do I use it to find things?
- Difference between Google and Safari
- Searching the web
- Using the microphone

6. Managing apps

- What is an app and why should I use them?
- Free vs paid
- Downloading an app
- Organising your icons
- Updating apps

7. Using Messenger

- What is Messenger?
- Downloading the app
- Creating an account
- Making & answering a video call

8. Backups

- Importance of backups
- What information can I backup?
- Backup options
- Taking a backup



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Introduction to Smartphones (device agnostic)

1. Getting started

- Turning on & off
- External buttons & basic navigation
- Screen real estate
- Charging your device

2. Making & receiving calls

- Making a call using the keypad & via contacts
- Ending a phone call
- Using the speaker
- Receiving a call

3. Text messages

- Using the virtual keyboard
- Sending a text message
- Replying to a text message
- Attaching a photo

4. Managing contacts

- Adding contact to your phone
- Editing & deleting contacts
- Adding a photo to a contact
- Searching for contacts

5. Taking pictures

- Taking a photo
- Viewing photos
- Deleting photos
- Taking a video

6. Email basics

- Reading emails
- Answering emails
- Creating & sending new emails
- Searching for an email

7. Managing apps

- Free vs paid apps
- Downloading apps
- Organising apps
- Updating apps
- My "Top 10" apps

8. Using Messenger

- Downloading the app
- Creating an account
- Calling family & friends
- Widening your Messenger family



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Travelling made easy (device agnostic)

1. Researching travel destinations

- Research options
- Useful tools & sites
- Interpreting reviews

2. Getting there

- Finding & booking flights
- Car rentals
- Trains
- Organising travel documents

3. Where to stay & What to do

- Tour operators (Scenic, APT etc)
- Cruising options
- Booking accommodation (Booking.com, TripAdvisor etc)

4. Preparing for travel

- Protecting your devices
- Travel settings
- Passcodes & passwords
- To SIM or not to SIM
- Loading books, movies, music & games
- Photography options
- Adapters
- Registering with SmartTraveller

5. Staying connected

- Using Wi-Fi
- Tethering your smartphone
- Keeping in touch (email, Facebook etc)

6. Handy apps

- Flight Tracking
- Language guides
- Currency converter
- World clock & alarms
- Weather

7. Getting out and about

- Live navigation
- Google Maps
- Maps.Me
- Flush (toilet finder)

8. Returning home

- Turning everything back on again
- Writing reviews
- Managing photos



Workshops

1. Creating a Photobook

- Week 1 – Getting started
- Week 2 – Uploading photos
- Week 3 – Creating your album
- Week 4 – Basic Designer
- Week 5 – Advanced Designer
- Week 6 – Publishing your album

2. Facebook

- Week 1 – Getting started
- Week 2 – News feeds & general navigation
- Week 3 – Inviting and managing friends
- Week 4 – Posts, Likes & Comments
- Week 5 – Privacy & security settings
- Week 6 – Messenger

3. Microsoft Office basics

- Week 1 – Getting started
- Week 2 – Basic MS Word skills
- Week 3 – Basic MS Excel skills
- Week 4 – Basic MS Outlook skills
- Week 5 – Basic MS PPT skills
- Week 6 – Basic Publisher skills
- Week 7 – Backup & restore tools
- Week 8 – Q&A

4. Social Media & Video Chat basics

- Week 1 – Getting started
- Week 2 – Facebook
- Week 3 – Instagram
- Week 4 – Pinterest
- Week 5 – Messenger
- Week 6 – WhatsApp
- Week 6 – Zoom
- Week 8 – Google Meet

5. Selling your unwanted goods

- Week 1 – eBay vs Gumtree vs Marketplace
- Week 2 – Photographing your items
- Week 3 – Creating your account
- Week 4 – Uploading & describing your goods
- Week 5 – Setting up PayPal
- Week 6 – Finalising your transaction



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Pick & Choose - Individual 1-hour classroom topics

1. Family sharing & Data usage

- Setup Family sharing
- Share your location
- Monitoring data usage (on the device itself and the iCloud)
- Setup Find my iPad

2. Printing

- How do I print from a smartphone or tablet?
- What is AirPrint?
- Why do I need to download a printer app?
- How to set up your printer?

3. Making movies/videos

- Video mode
- Editing tools
- iMovie

4. Using accessories

- What is "Bluetooth?"
- Cases, covers & external keyboards
- Headphones vs headsets vs earphones
- Speakers
- Connecting your device to your TV
- Hands free in your car

5. Shopping & Online banking

- How to keep your financial information safe
- Shopping online with Coles or Woolworths
- Shopping online with Marketplace or eBay
- How to bank online

6. Social media

- Importance of staying safe with social media sites
- Exploring the top 10 social media sites
- Updating privacy settings on your device
- Using the internet safely

7. Managing recipes

- How can my device help me manage my recipes?
- Finding recipe sites
- Downloading and sharing recipes
- Creating shopping lists

8. Scanning

- Scanning documents onto your computer
- Scanning photo albums onto your tablet
- Scanning business cards onto your smartphone

9. Keeping fit

- Smartwatches, Fitbits & Garmin devices
- Staying organised
- Synchronising with your smartphone or computer

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10. Collaging photos

- Why would I want to display my photos in a collage?
- Free tools to download
- Using a collage tool
- Uploading to Facebook

11. LinkedIn

- Setting up a LinkedIn account
- Adding & maintaining contacts
- Reading news feeds
- Sharing content
- Adding new posts

12. Twitter

- How do other Twitter users know you exist?
- Setting up an account
- Tweeting
- Following

13. Snapchat

- What is Snapchat and why should I use it?
- Setting up an account
- Uploading photos
- Building a following

14. Purchasing & upgrading your device

- Determining what you need
- Suppliers
- Software
- Transferring data

15. Typing, using a mouse and stylus pen

- Basic keyboard skills
- Basic mouse skills
- Basic stylus pen skills
- Shortcut keys

16. Adobe Acrobat

- Opening a PDF
- Basic navigation
- Searching for text
- Marking up PDF
- Printing

17. Digital photography

- Cameras vs tablets vs smartphones
- Photos vs videos
- Viewing & basic editing
- Saving onto memory cards

18. Smartwatch basics

- Why should you own a smartwatch?
- Synchronising with your smartphone
- Fitness and health tracking
- Dealing with notifications
- Voice activation

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19. iPod basics

- Who is it best for and why?
- WiFi option
- Listening to music
- Play games
- Taking photos & videos

20. Apple TV

- What is Apple TV and why should I use it?
- Connecting to your TV
- Connecting your iPad to your TV
- Watching movies, TV shows and searching the internet

21. Accessibility

- How can your device assist people with impairments?
- Zoom & Talkback options
- Assistive touch
- Hearing aids
- Voice activation

22. Audiobooks

- Hearing Association
- Costs
- Audible app

23. Social networking

- What is social networking and why should I participate?
- Meetups
- Nabo & YourLifeChoices
- Helpful apps and websites

24. Languages

- Using a different language on your device
- Learn a language apps
- Translation apps

25. iTunes

- What is iTunes & do I need it?
- Your iTunes account
- Purchasing items
- Backup & synchronisation options

26. Touch ID & Facial Recognition

- What is Touch ID & Facial Recognition?
- Setting up your fingerprints
- Setting up Facial Recognition
- Turning these features on & off

27. WhatsApp

- Downloading the app
- Creating an account
- Calling family & friends
- Widening your WhatsApp family

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Presentations (1-to-many, seminar style)

AI (Artificial Intelligence)

You've probably encountered AI today without even knowing it whether it's your smartphone suggesting a route home, your smart assistant reminding you of an appointment, or even an online shop suggesting products based on your interests. Join us today to understand how to stay safe when using AI to help plan travel itineraries, track information to improve your health, help with planning your garden plantings, improve your golf swing, learn how to knit and so much more.

Accessibility options

Living in the 21st century means we have access to technology that assists sight or hearing impaired and mobility challenged with staying independent in their homes for as long as possible. This technology can also assist any one of any age through voice activation enabling us to talk to our devices rather than typing on a keyboard. Join us we explore these built-in accessibility features on our smartphones, tablets, computers and smart home devices such as Google Home to make everyone's life that much easier.

ChatGPT

ChatGPT is an AI chatbot that allows you to have human-like conversations to complete various tasks. Sound like computer jargon? Well, all this means is that it is an advanced program that can answer questions and assist you with day-to-day tasks. It has the ability to remember previous conversations and so can "learn". Many people liken these programs with having a conversation with a person. You will be amazed at how easy it is to use and how much fun you can have!

Create a digital collage with your photos

Do you take lots of photos and would like to make a digital collage to upload onto social media such as Facebook or just to add more interest and group similar photos together for more impact? If so, join us as we explore the main players in the market, differentiate between paid vs free apps and learn how to make a beautiful arrangement of your precious memories.

Demystifying Technology

Do you have a smartphone, tablet or computer but feel you are only scraping the surface of what it can do? If so, join IT 4 Retirees as we explore some of the most popular things you can do on your devices such as connecting to family, friends and the wider community, search the internet to find out information, send & receive emails, watch movies and read books, play games to keep your brain active and healthy, take photos, get directions, maintain an electronic Address Book, keep organised with an electronic calendar, listen to music and so the list goes on. An hour today could change your life forever!

Digital citizenship and literacy

The definition of a Digital Citizen is a "person who has the knowledge and skills to effectively use digital technologies to communicate with others, participate in society and create & consume content". As such, every person that has a smartphone, tablet or a computer should be able to use them safely, responsibly and with confidence. Join us we explore how to stay safe in this digital world, understand our digital footprint and be kind and considerate when interacting with others.

Electronic books and audiobooks

Join us as we explore the world of electronic books for our reading and listening pleasure. Learn how to access a range of online resources which are available free of charge to all library members from the comfort of your own home using your library card. Enjoy the experience of reading and listening to your books of choice on your device at a time and place that suits you.

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Electronic calendars

Would you like to be able to book appointments when you are out and about rather than writing it down on a piece of paper to check on a calendar when you get home? If so, join IT 4 Retirees as we guide you through the world of electronic calendars. Learn how to add appointments on your smartphone, see what you have on today or next month, add vital information that you need to remember at the appointment including the address and adding an automated reminder before the appointment, so you never miss one!

Games for grown-ups

The market for grown-up games is increasing rapidly and there are many ways to become part of this new world. Join us we explore games you can play yourself such as crossword puzzles and Patience as well as social games played with other people including Find a Word and Scrabble. There are brain-training games as well as visually stunning virtual worlds in which you can immerse yourself and keep your motor skills finely tuned. As always, it is important to stay safe whilst playing any online game.

Getting ready for Telehealth

Do you need a consultation with a doctor but unable to get to their medical centre? If so, join us as we explore Telehealth which enables you to consult with a healthcare provider by phone or video call. It is not intended to replace essential visits to the doctor but rather be a convenient solution when you can't see a doctor face-to-face. Discover what you need to book a telehealth appointment so you can not only talk to your doctor but see them as well! Your presenter will work through a number of considerations including privacy, data plans, internet access, your camera and lighting, checking the sound quality, taking notes and accessing My Health Record. You will be amazed at what you can do from the comfort of your own home.

Getting started for Apple users (The Basics)

Do you have an Apple smartphones or tablet but feel you are only scraping the surface of what it can do? If so, join IT 4 Retirees as we explore some of the most popular things you can do on your smartphone or tablet such as connect to family, friends and the wider community, search the internet to find out information, send & receive emails, watch movies and read books, play games to keep your brain active and healthy, take photos, get directions, maintain an electronic Address Book, keep organised with an electronic calendar, listen to music and so the list goes on. An hour today could change your life forever!

Getting started with Facebook

Are all your friends on Facebook but you have yet to take the plunge? Join us as we guide you through this social media giant from what it is, how to get started, connecting with family & friends and ensuring you stay safe whilst doing so. Learn about the News Feed so you can keep up with what your grandkids are doing, find people that you went to school with many years ago and be part of a huge community. You will be amazed at how addictive it can be!

Having fun with Instagram

Have you heard your grandkids talking about Instagram but not sure what it is all about? If so, join us to learn more about this social media platform, how to set up an account, add a profile photo, share photos, add comments, follow family & friends as well as staying safe whilst doing so! Feel part of your extended community and enjoy everything that Instagram has to offer.

Health & Wellbeing apps

Do you feel it is time to get the mind & body back into shape post the COVID-19 restrictions but don't want to spend any money? If so, join us as we learn to use tech to support us in establishing healthy, positive routines for the mind, body and soul. We'll talk about useful smartphone apps to help with fitness tracking as well as health, mental health awareness, alcohol consumption plus goal setting. One hour of your time could give you the motivation to change your life forever!

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Holiday planning online

Are you planning a holiday and not sure where to start? Join us as we guide you through some great websites to compare prices, research your destination & book online safely so you don't get caught. Explore the new online process for passport applications and ensure you are prepared for your well-deserved break! This 1-hour presentation could save you time & money!

Keeping your data safe

Do you own a smartphone, tablet or computer? If so, this presentation is a "must do" to ensure you are armed with the information needed to keep your data safe. What would you do if you lost your smartphone? How would you recover your contacts, photos & videos, calendar appointments & reminders, notes, text messages & loyalty cards? What would you do if you inadvertently downloaded a virus onto your computer and could no longer access any of the information it once contained? An hour of your time could save you hours of frustration and money!

Making your own greeting cards

Do you find buying & posting Xmas & birthday cards expensive as well as the time & effort to write on the cards, address the envelopes, buy stamps and post letters? If so, please join us today to learn about electronic cards. Discover the different players in the market, how to create an account, create your cards and email to friends and family around the world for free!

Managing email

Email is a wonderful tool to communicate with people and organisations but is your Inbox overflowing? If so, join IT 4 Retirees to learn some hints & tips to manage your emails. Learn how to deal with an email once, create folders to file your emails and discover the secrets behind the Outbox! You may have thought you had sent the email but how do you know? Discover how to unsubscribe from an email as well as identify a scam. One hour of your time could save you hundreds!

Managing passwords

Do you struggle to remember all your passwords? If so, you are not alone as organisations constantly change password requirements to minimise the chance of being hacked. Join IT 4 Retirees and learn the difference between passcodes and passwords, touch ID and facial recognition. Find out about Password Managers that are on the market to help manage your passwords and keep you safe.

Managing your digital legacy

Have you ever thought about what happens to all your online "stuff" once we pass away? Does your next of kind know all your login and password details so they have access to important information? To make life easier for your loved ones, now is the time to document these details and clean up your digital presence. Consider all the information stored in the cloud and on your devices such as photos, email, social media and so the list goes on. Join us as we learn where to find this information, clean up our digital legacy and save important details in a safe place.

Music and Movie Streaming

Have you heard of "streaming" but aren't sure what it is or how to do it? Come along and find out the basics to get you started. We'll introduce you to some popular, free apps such as Spotify and ABC iView and show you how to access an abundance of content including songs, television series, films and documentaries. We also look at paid-for apps and explain how to use your data wisely. Join us and you may find yourself bopping home with your headphones on!

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My Health Record

My Health Record is an online summary of your key health information. Did you know that unless you have opted out of this program, a Health Record has been setup for you automatically enabling your health information to be viewed securely online from anywhere, at any time. Join us as we explore My Health Record and demonstrate how to login, control access to your information, view the information held about your and start using your record with confidence.

Navigating myGov & My Aged Care websites

Do you feel that you are constantly being directed to the My Aged Care or myGov websites but now sure how to access them? If so, join IT 4 Retirees as we explore the My Aged Care website which is brimming with information to help with your aged care journey. Learn about the different types of care available, how to get assessed, find a provider and manage your own services. Once registered with My Aged Care, learn how to navigate the myGov website and create a single login that will enable you to access a number of government services including the Centrelink, Medicare, My Aged Care & My Health Record and the NDIS. You will be amazed at the information you will have at your fingertips.

Online Shopping

Have you bought anything online or are you wary of online shopping? If so, join IT 4 Retirees to learn more about this online world of shopping which has skyrocketed through lockdowns & restrictions of COVID. Discover how to find safe sites online, create an account, place an order, pay for your goods and keep your financial information safe. We'll also examine Marketplace, Gumtree & eBay as places that you can shop as well as sell your goods online. Book your place to "click and collect" with the best of them!

Paying bills online

Have you been unable to get out to pay your bills at the Post Office or post a cheque? If this has happened to you then join us to discover how to pay bills online including electricity, gas, water, internet & phone. Explore the various forms of payment such as credit or debit cards and PayPal as well as learning how to stay safe when paying bills online. This session could save hours of your time and help to ensure your bills are paid on time!

Photo Editing

There are many tools available to edit your photos, but which is the right one for you? Join us as we explore Snapseed which is a free app that works on both Apple and Android smartphones and tablets. Learn how to download the app and get started with some basic editing tools including the Undo button, Crop & Rotate photos, change the Perspective, Colour, Frames, add Text and much more. Come armed with your photos that need some creative editing to turn them into works of art!

Photography with your smartphone

Do you have an iPhone or Android smartphone but are unsure of how to make the most of the camera and its features? Join us to learn how you can capture wonderful memories in pictures using a smartphone camera. Learn about panorama photos, selfies, how to control the flash and more. Get valuable tips on composing a good picture as well as keeping those precious snaps safe by downloading them to a computer or uploading them to the cloud.

Podcasts

Join us as we explore the world of podcasts which are similar to talk radio but can be played at your convenience covering a plethora of different topics from news to cooking, interviews, sharing stories, comedy and drama. Podcasts are usually hosted and can run from 5 minutes to hours so dip your toe in the water and be prepared to get hooked! Tune into your podcast when it suits you and keep your mind occupied whilst doing chores, preparing dinner or exercising. Discover what you need to get started, some popular podcasts that may be of interest and how to listen at your leisure.

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Purchasing & upgrading your devices

Do you have an old computer and not sure if it is better to upgrade or replace it or are you thinking of buying a new mobile and not sure which is the best one for you? Should you buy a tablet or laptop? So many questions! Join IT 4 Retirees as we help you to determine what you need, where to go and the steps involved to transition to the new device. An hour of your time today could save you time, money and your sanity!

Recording your life story

Have you ever looked back over your life and wondered how much you have actually shared with your family & friends? Join us as we explore what you need to get started including the devices and software that you already own and are familiar with to breaking down your life into significant chapters and allocating the time to progress your story. You do not have to be a literary genius as this is your story in your words to hand down to your family for generations to come. Share your amazing life with the people that matter to you. They will be forever grateful that you did!

Reorganising your smartphone

Does using your smart phone often leave you frazzled? Is digital clutter clogging up your device? Do you swipe through screens full of app icons you don't even recognise? Or struggle to find a file you need? Don't let your apps, photos, files and notifications get the better of you! Come along to this presentation and gain a little more control over your phone (and your life).

Scams – Staying Safe Online

Do you feel anxious every time you go online in case you become a victim of cybercrime? If so, join us as we explore helpful strategies, useful tools and basic guides to arm you with the information needed to protect & keep your personal details secure online. Learn how to easily recognise a scammer knocking on your door or identify a fraudulent call, text or email to help you stay safe. Discover easy ways to manage your passwords on your devices to keep one step ahead of these dishonest people. An hour of your time could save you thousands!

Smart Homes

The smart home is here to stay but how do you start building one? Join us as we explore the different smart devices available to us including Google Home which listens and responds to voice commands as well as new technology to control temperature, turn on lights, charge our devices wirelessly and monitor our homes remotely via your smartphone. The future is already here!

Social connections for the over 50s

Social groups are very important especially for those over the age of 50. Social support is seen to reduce loneliness and can help with your mental wellbeing but where do you start? Join us as we explore the social groups available to you, where to look to find the right one and how to jump onboard. However, it is vitally important that you stay safe in these new online social groups and have the skills to identify a scam. An hour of your time today could save you many hours of heartache in the future!

Sorting your digital photos

Do you take photos on a digital camera as well as your smartphone and tablet and now find that you have photos everywhere? Join us and learn helpful hints & tips to centralise your digital masterpieces and make it easier to find those special snaps to share with family & friends. Find out where your photos are actually stored, learn how to move them into a central location, remove duplicates, name photos and group them together for easy access. Bring your devices with you for this hands-on workshop to finally sort out your precious memories.

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Travelling with your devices

Join us today as we provide useful hints and tips on using your smartphones, tablets & computers when travelling both in Australia and overseas to ensure you have a safe and stress-free holiday. Learn the difference between WiFi and mobile data to avoid "bill shock" upon your return, connecting to Wi-Fi safely whilst travelling, ensuring you have all the necessary connectors for your devices and staying connected with family & friends whilst travelling. An hour of your time could save you thousands!

Understanding your phone & data plan

Do you struggle with understanding "data"; what it is and how much you need? If so, join IT 4 Retirees as we demystify your telephone and internet bills, so you know exactly what you are paying for compared to what you actually need. Learn more about call, text and data charges especially when travelling both interstate and overseas. Connect your mobile devices to your home WiFi - you will be amazed at how much you may be able to save!

Using a Smartphone

Does using your smartphone often leave you frazzled? Bring it along and learn simple maintenance tips to keep it running smoothly. Is digital clutter clogging up your device? Do you swipe through screens full of app icons you don't even recognise or struggle to find something you need? Don't let your apps, photos and notifications get the better of you! Come along to this 1-hour presentation to gain a little more control over your phone and your life!

Using cloud storage – the Basics

Do you find the concept of "the cloud" confusing and struggle to understand the benefits? If so, join us to learn more about the different cloud offerings dependent upon your device brand of choice. For example, Apple, Android and Windows devices have their own cloud offerings to back up your valuable information such as contacts, photos and notes & share photos so it is vital that you know where your information is stored in case you need to access it. Learn how to set up your cloud backup options to ensure your data is safe at all times and how to share photos and information.

Video chat options

Do you feel left out when you hear your family and friends talk about video chat as you are not quite sure what it is all about? Join us as we explore the main players including FaceTime, Skype, Messenger and WhatsApp so you can determine which is the right tool for you. Discover the differences and what you need to get started. Connect with family & friends even during the social distancing restrictions of COVID!

Wearable technology

Do you walk regularly and keen to count your steps or would you like to be able to pay for your coffee when out & about using your watch? If this sounds of interest, then join us to learn more about wearable technology. Find out more about the main players in the market and the things you will be able to do such as monitor your heart rate, send & receive text messages, phone calls & emails, see the weather, get directions, monitor sleep patterns and much more. You will be amazed at what you can do on your watch!

Zoom Hints & Tips

Join us to learn more about Zoom so you are able to join your selected webinars with confidence and watch the event problem free! Discover how to download the Zoom app, join a selected Zoom meeting, adjust your video and audio setting, change views from Speaker to Gallery and use the Chat panel. An hour today could save you many hours of frustration and make the Zoom experience an enjoyable one!