



## IT CLASS APRIL 2014

The Tuesday Morning IT Class has gone very well this term. Every week the same group of 6 has been attending and this has ensured that progress has been good.

The first couple of weeks were dedicated to a recap of how to email, how to send photos attached to emails and how to send to multiple recipients. The elderly people had a good grasp of this and by late January were able to do all this from home without any assistance needed.

Since then the focus has been on Microsoft Word. This is a very useful program but one that the elderly people were not using a lot. Over the 8 weeks we have been working on the program, they have learned how to add in headers and footers, insert photos to a document and alter the font, size and colour of text. The final two weeks were devoted to making a certificate each from scratch and then a general recap of the program they go over any questions they had.

I am pleased with the progress the group has made. They are attentive and willing to learn which has ensured each week we accomplish what we set out to. They have covered the basics of Microsoft Word and left to their own devices would be able to

open up the program, make a document of whatever they choose and save it in a sensible place. This is a good stage to be at I feel after 8 weeks.

After the Easter Break we will move onto some of the more advanced tools on Microsoft Word which I have no worries about the group being able to handle.

