

- Emails - easy steps to creating, sending and saving attachments, photos etc.
- Free Games to play online or to download to your computer - beware, they can be addictive!
- How to log onto your ComputerPal's website, there's lots of useful information there
- Windows 10 made easy - how to set up and use W10 on a new laptop
- Easy Computer Security:
 - Setting your laptop/pc to do automatic Computer updates for you.
 - Antivirus, Malware etc updates
 - Creating a backup of data, photos, etc,
 - and (for new equipment) how to create (OR ASK A VOLUNTEER to create) a Disk Image (for computer recovery in the event of a fatal crash or Virus).
- How to use free online (Cloud) storage eg for flight documents whilst on holiday
- Online shopping
 - Research a product to ensure you can buy exactly what you want.
 - Read reviews, good AND bad, and learn to 'read between the lines'
 - Check manufacturer's website and not just accept retailers recommendations.
 - Use supermarket price comparison website to get best weekly grocery deals.
- Using search engines, e.g. Google, Safari, to find exactly the information you want.
- Find and print Recipes
 - Search by ingredients
 - Search by recipe
 - explore websites e.g. Mary Berry, Delia Smith for inspiration
- Keep in touch with friends and family - How to use Skype, Facebook, Messenger, WhatsApp, Spotify (or other app of choice).
- Using YouTube (and Kids YouTube): watch videos of 'How to do' (anything); watch your favourite singer/band; watch children's educational programmes, cartoons, etc.

- Online banking - what precautions to take to ensure safe and easy online financial transactions.
- Using comparison websites such as 'gocompare.com' and 'comparethemarket.com' to get competitive quotes for house/car insurance etc.
- Look at local things and bargains; like Nextdoor, Streetwise and Freecycle
- Use Libre Office to:
 - Write a document
 - Make a spreadsheet
 - Make a 'complex document' / presentation
 - Use Mail merge to create labels eg friends addresses.
 - Create a calendar
 - Create an address book
- How to Research and Create a family tree.
- How to get the best out of your Apple iPad or iPhone:
 1. iPad iPhone - the basics.
 2. The use of Apple specific apps and programs including FaceTime, Pages, Numbers, Keynote and GarageBand, to name but a few.
 3. Using ebooks such as Kindle and iBooks.
- Research a glossary of computer terms e.g. What is a cookie?
- Check out the latest scams and urban legends
- Understand the differences between common 'computer' products such as:
 - Tower PC
 - Laptop
 - Tablet - Apple
 - Tablet - Android
 - iPhone
 - Android Phone
 - Kindle / Kindle Fire tablets

- Actually write a simple program
- Create a web page
- Check your broadband speed - eg with broadbandspeedchecker.co.uk
- **Where to find help...**(eg I dropped a book on my keyboard, managing to turn the screen upside down, and losing the £ sign.). Use <https://www.wikihow.com/Main-Page> for easy to follow instructions to sort out computer problems.

The following instructions need 'finessing' and should go onto a separate help sheet - to be given to clients when they choose the appropriate topic from the list above....

Sugar Smart allows you to scan items for their sugar or salt content. It needs to be downloaded onto a tablet or smartphone. The camera needs to scan the bar code to identify the item. Not all products are on their database yet, but more are being added.

Shop Online:

There are many buying guides to help you decide which ones you really need, and which would be 'nice to have'.

A couple of useful sites for electrical goods are:

<https://www.currys.co.uk/gbuk/index.html>

<https://www.which.co.uk/>

As well as looking at the sites selling the product you're thinking of buying, don't forget to look at the manufacturers' website.

Read reviews of the product. Which? is a good site to use, the good and bad reviews, are easy to find. Unless you subscribe to Which? you have limited access, but I find it enough for my purpose.

<http://www.ciao.co.uk/> is a review site, which lists the price range, but some of their listed products are no longer available.

Learn a new language: join the free games site Playtopia, where you'll soon be using:

GL = Good Luck

GLNG = Good Luck Next Game

GNSW = Good Night Sweet Dreams

GG TY + Good Game Thank You

SS + So Sorry

TYVM = Thank You Very Much

WD = Well Done

TYVM, GL2Y2 (or GL2U2) = Thank You Very Much, Good Luck To You Too

When in doubt – ask a Volunteer

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