

## UNTANGLING THE WEB

*Untangling the Web* is the digital mentoring offering of Create Your Change. We have many topics from which to choose. If you would like to have a topic not listed, please contact us – we'll be happy to put one together for you on a specialized topic.

If you have any questions, please feel free to contact **Digital Mentor Kat Milner on 0438 886 568 or at [hello@createyourchange.com.au](mailto:hello@createyourchange.com.au)**.

| <u>Topic</u>                      | <u>Description</u>  |
|-----------------------------------|---|
| Smartphone & Tablet Basics        | After this class, you will feel like you are “smarter than your smartphone”! We will cover settings (notifications, Do Not Disturb), installing/removing Apps, and answering your questions.  |
| Laptop Basics                     | We will cover installing/removing programs, getting online, and answering your questions.   |
| Photo Management                  | One of the most requested topics, we will cover downloading photos from your device, sending photos (via email, SMS, Facebook Messenger).   |
| Calendar Management               | Learn how powerful your calendar can become. We'll cover creating an event, setting reminders, colour-coding types of events, and creating recurring events.  |
| Getting the Most from Google      | Using a “scavenger hunt”, we will explore the power of the Google search engine – including basic searches, bookmarking, and sending links.   |
| Online Security                   | We will cover creating powerful passwords, paying safely online, and how to spot and avoid scams.   |
| Setting up MyGov & Online Banking | Discover how much can now be done safely and easily from your home – including setting up a MyGov account and linking different services (including the ATO for tax time), and how simple Online Banking can be.  |
| Online Socialising                | For when you just can't go visit, Video Chat! We'll cover WhatsApp, Zoom, and FaceTime.   |
| Making the most of Social Media   | Do you wonder what all the social media fuss is about? Let's talk Facebook & Instagram! See how easy it is to set up an account and stay connected with friends and family near and far. We'll cover setting up a profile, creating posts, and uploading photos and videos. |

- ❖ **The only requirement for this course is a mobile device (smartphone, tablet, and/or laptop) and a willingness to learn. Please bring your device(s) to the workshop.**