

Silver Surfers - VideoCalls

INTERNET VIDEO & VOICE CALLS

TELECONFERENCING

VIDEO MESSAGING

SKYPE - HANGOUTS - FACETIME - FACEBOOK

5.01

Videophones often appeared as a necessary device in science fiction films from the middle of the last century. They have crept into use over the last few years as a by-product of the increase in available speed of our internet connections, not as a special device but as an app on our computers.

There are several services on offer but generally the parties involved in the call have to be using the same product so we have not quite arrived at a general purpose videophone. The usual players are involved - Microsoft/Skype, Apple/Facetime, Google/Hangouts and Facebook Messenger. There are others but they tend to be more in the commercial sphere for intra-company communications and teleconferencing.

Essentially you install the app or browse to an internet site, set up an account and start adding contacts and making calls.

Silver Surfers - Spreadsheets

MS EXCEL - GOOGLE SHEETS - LIBRE OFFICE

PERSONAL BUDGETING AND ACCOUNTING

MAILING LISTS

CLUB ORGANISATION

DESIGNING & PLANNING

5.02

Spreadsheets are widely used in business (even overused!) but often shunned by the home user.

Spreadsheets are useful for domestic financial record keeping, for maintaining inventories (books, cds), service records etc. The spreadsheet can be used as the driver for mailing lists for a club, for rotas, club fixtures and tables.

Spreadsheet software has simple charting and diagramming tools for recording procedures or for designing layouts.

Silver Surfers - Word Processing

MS WORD - GOOGLE DOCS - LIBRE OFFICE

LETTERS - RECORDS

MAIL SHOTS

FLIERS

5.03

The standard word processors are powerful pieces of software for general purpose document preparation and are used throughout industry and commerce. There are more specialist products for authoring, publishing and technical documenting.

The home user will generally use only a few features of the application but it still worth exploring in order to produce more effective written material.

Silver Surfers - Other Bits

PUBLISHING
FORMS PREPARATION
WEB SITE PREPARATION
PRESENTATION
PHOTO EDITING
VIDEO EDITING

5.04

There are several more specialised presentational software groups that may be useful in areas that interest the casual user.

If you are responsible for newsletters you could look at MS Publisher for achieving a professional look to releases.

Forms can be created with Google Forms and distributed via email for completion and return.

Web site preparation and maintenance can be undertaken with a little perseverance and a package such as Joomla.

The slides associated with this workshop were created with Google Slides - MS Office has a more extensive set of facilities.

Photo and video editing suites are available for the enthusiastic home user.