



COMPUTERS

Introduction to Computers

Designed for those seeking a basic understanding of computers, you will gain knowledge on creating files, saving files, changing fonts, copying and pasting text.

When: Thursday 15th July for 10 weeks

Time: 10.00 am - 12.00 noon

Cost: \$90 + optional \$10 for manual (ACFE Price)
\$135 + optional \$10 for manual (Third Party Payment)

Tutor: Kerrin Hill

Introduction to Internet & Email

Learn to navigate your way around the Internet and refine your research skills, as well as set up, send, store and delete messages and create an address book.

When: Saturday 7th August for 3 weeks

Time: 10.00 am - 12.00 noon

Cost: \$60 + optional \$7.50 for manual
NO CHARGE for those aged 60 years and over as they are eligible for
Telstra Connected Seniors Funding.

Tutor: Louise Welbourn

Telstra Connected Seniors[®]

Introduction to Microsoft Office 2007

This course will cover Microsoft Word, Excel, Powerpoint and Publisher at a beginners level. Students must have fundamental skills in computing, including Windows and file management. We are currently taking expressions of interest for those interested in undertaking this course.