

Computer Courses

All courses taught by qualified & experienced trainer.

Small groups, manuals or course notes provided.

(All prices include GST.)

Special introductory Price

**\$65 (\$55 concession) per
3 hour class**

**Booking Essential
phone 4885 2665
or email**

karenmewes@robertsonctc.org.au

Computer Basics

Friday 13 Feb 10am-1pm

Suitable for complete beginners, gain confidence with your computer, saving and finding files, using the internet safely.

Word—Introduction

Friday 20 Feb 10am-1pm

Create and edit written documents, includes tips and shortcuts, suitable for beginners or those wanting to refresh their skills.

Excel

Friday 27 Feb 10am-1pm

create and edit & understand spreadsheets, includes tips and shortcuts, suitable for those with some computing knowledge.

Email—Introduction to Web based email.

Friday 6 March 10am-1pm

Use your own Hotmail, Gmail or Yahoo account or set up a new free Gmail account.

PowerPoint

Friday 13 March 10am-1pm

Learn to create and edit presentations. Especially suitable for parents wanting to help school aged children.

IPads / Tablets—Introduction

Friday 27 March 10am-1pm

Understand your iPad. Get set up and start using apps. Need to bring own iPad or tablet.

IPads—Continued

Friday 24 April 10am-1pm

Transferring files to computer, storage options, tips and tricks.

Sharing Photos

Friday 1 May 10am-1pm

Putting onto your computer, sharing via email or social media, basic editing

Office Online

Friday 8 May 10am-1pm

See how you can use the free Microsoft Office Online programs (Word, Outlook, Excel, PowerPoint) with cloud storage and access from any computer.

Cloud Storage and Password Management

Friday 15 May 10am-1pm

Looks at free cloud storage in OneDrive, Google Drive, Dropbox and passwords in Lastpass.

Start Blogging

Friday 22 May 10am-1pm

Create a free Wordpress blog or simple Website

Windows 8

Friday 29 May 10am – 1pm

How to find your way around Windows 8

Prefer One to One training? Call to book a time
\$25 / ½ hour or \$40 hour (at the CTC).