

Course Name	Duration	Content
<b>Wednesday 16th June</b> Computer Basics	2 Hours	<ul style="list-style-type: none"> <li>• Using the Windows Operating System</li> <li>• Finding documents</li> <li>• Finding applications</li> <li>• Changing the 'look' of your PC</li> </ul>
<b>Wednesday 23rd June</b> Day to day Management of Your PC	2 Hours	<ul style="list-style-type: none"> <li>• Installing New Software</li> <li>• Managing Security on your PC</li> <li>• Managing &amp; installing upgrades</li> <li>• Managing peripherals</li> </ul>
<b>Wednesday 30 June</b> Email	2 Hours	<ul style="list-style-type: none"> <li>• Webmail vs. Outlook</li> <li>• Setting up your email</li> <li>• Security and Spam filters</li> <li>• Formatting emails including attachments</li> <li>• Organising your email</li> </ul>
<b>Wednesday 7 July</b> Getting the most out of in internet	2 Hours	<ul style="list-style-type: none"> <li>• Different browsers - which is best?</li> <li>• Searching the web</li> <li>• Saving and organising information</li> <li>• Security</li> <li>• Buying online (Ebay, Amazon, PayPal)</li> </ul>
<b>Wednesday 14 July</b> Pictures on your PC	2 Hours	<ul style="list-style-type: none"> <li>• Picture management software - which to use?</li> <li>• Uploading pics from a camera / phone / ipod</li> <li>• Organising your pics</li> <li>• Editing photos including captions</li> <li>• Inserting pictures into messages / documents</li> </ul>



Course Name	Duration	Content
<b>Wednesday 21st July</b> Facebook and Social Networking	2 Hours	<ul style="list-style-type: none"><li>• Setting up a Facebook account</li><li>• Finding friends</li><li>• Uploading images / video</li><li>• Chat rooms and forums</li></ul>
<b>Wednesday 28 July</b> Create your own docu- ments	2 Hours	<ul style="list-style-type: none"><li>• Using Word</li><li>• Formatting documents</li><li>• Templates</li><li>• Microsoft Office Online</li></ul>

Cost per 2 hour session: \$33 payable on booking.

Group size: Maximum 6 places available per session.

Bookings in advance to Monica Engel or Cate Hutchinson:

CTC@Robertson 02 4885 2665.

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Coffee and tea are available at the CTC Cafe.