

Course prices include:

- **Course materials**
- **Morning / evening tea or coffee**
- **Voucher for 1 hour of computer time at CTC@Robertson.**
- **Maximum of 6 people per course**
- **A certificate of attendance**
- **Prices include GST.**

Details correct at time of printing

Other Training options at the CTC

Training is also available on a one to one basis, arranged at a time mutually convenient for trainer and student.

\$55 per hour (business hours)

\$60 per hour (after hours)

Materials extra

All *Get Into IT!* manuals are available for separate purchase should you prefer to learn at your own pace.

CTC@Robertson was established with support from the NSW and Commonwealth Governments through the NSW Community Technology Centre Program jointly funded by the NSW Government and the Networking the Nation program of the Department of Communications, Information Technology and the Arts.

It continues to operate with community support.

CTC@Robertson Opening Hours

Wed – Sat 10 am — 4 pm
Wed and Thu— 4pm-6pm schooldays
Thursday 6 pm—9 pm Music night



CTC@Robertson internet café is sponsored by Vittoria Coffee/ Cantarella Brothers.



Managed by
the Robertson SHED Inc.
ABN 94 740 661 498
58-60 Hoddle Street
(opp. Murray Tractors)
PO Box 69
Robertson NSW 2577

email training@robertsonctc.org.au
tel. (02) 4885 2665
Fax (02) 4885 2664
www.robertsonctc.org.au

Training in Robertson



October
to
December
2007

Local training in small groups



Basic computer skills for PC Internet and E-mail

Basic computer skills

- Step 1 - Starts right at the beginning and includes how to use the mouse, computer terminology, how to start the computer and open a program, files and folders and managing the desktop
Friday December 14 10am—1pm \$70/\$64*
- Step 2 - Improve on basic skills. Organise files and folders, search for documents, task panes, saving to CDs, customising.
Friday December 21 10am-2.30pm \$90/\$82*

Internet

- How the Internet works, using a web browser, opening a web page, keeping a list of favourite sites, searching the Internet
Thursday October 18 10am-1pm \$70/\$64*

Email Using Outlook

- Beginners– How to send, receive and reply to email, the address book, sending attachments with email
Monday October 22 10am-1pm \$70/64*
- Intermediate - includes multiple signatures, receipts, group emails, follow up flags, filtering and creating rules, sorting and searching.
Monday October 29 10am-1pm \$70/\$64*

Accounting using MYOB software

Learn the basics of setting up and managing your accounts using MYOB software. Excellent for small business owners and community organisations.

4 sessions of 3 hours. Basic and Intermediate levels offered-
Wednesday October 17- November 7 6pm—9pm
\$175/\$157*

**Seniors Computer group
every Thursday 10-12
for only \$4.**

**Use the computer, have a cuppa,
have a chat.**

Word processing using MS Word - Basic

2 sessions of 3 hours

Learn how to use the common features of Word to produce and edit documents.

Friday November 30 & December 7
9.30am-12.30pm \$130/\$118*

MS Excel - Basic and Intermediate

Basic MS Excel

1 session of 3 hours

Learn how to create a spreadsheet that contains text, numbers, dates and calculations; how to edit, format and print a spreadsheet.

Thursday November 15 10am-1pm
\$70/\$64*

Intermediate MS Excel

3 sessions of 3 hours

For those needing to use Excel at work, for study or in their business, this course will provide a comprehensive overview and look at some of the more advanced features.

Friday November 9-November 21
9.30am-12.30pm \$200/\$182*

Demonstration of Office 2007

New!

1 session of 1 hour providing an overview of some of the new features of Office 2007.

Monday December 10 7pm-8pm
\$15/\$13*

Pictures on Your computer

2 sessions of 3 hours introducing managing photos on your computer -Includes scanning, saving, image size, emailing & burning to CD.

Saturday November 3 and November 10
10am – 1pm
\$135/\$124*

Secret Girls Business!

Ages 14-22 Learn how to feel confident looking your best. This fun group will look at hair, make-up, nails, putting great outfits together and answers questions that girls aged 14-22 are interested in.

3 sessions of 2 hours

Week 1 Hair
Week 2 Makeup
Week 3 Nails

Tuesday October 16 - October 30 6pm - 8pm

\$50

Life Coaching

4 sessions of 2 hours

If you want to make personal changes that reduce stress and simplify your life this four week course is for you. People find Life Coaching helpful in getting a better job and goal setting and for gaining clarity, focus and direction
Wednesday November 14 - December 5
6.30pm - 8.30pm

\$127/\$114*

* Concession price

*Call for quotes on
venue and equipment hire.*

We also do

- Photocopying
- Printing
- Laminating
- Binding
- Brochures
- Typing
- Secretarial services