

**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.  
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**Training  
in Robertson**



**January  
to  
April  
2008**

**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 February 1 10am—1pm** \$70/\$64\*

- Step 2 - Improve on basic skills. Organise files and folders, search for documents, task panes, saving to CDs, customising.

**Friday February 8 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

**Friday February 15 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

**Monday February 25– Match 17 6pm—9pm**

\$175/\$157\*

## 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 March 29 and April 5**

**10am – 1pm**

\$135/\$124\*

**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.

**Tuesday March 11 & March 18**

**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.

**Monday February 11 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.

**Tuesday February 19 - March 4**

**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.

**Expression of interest course. Times & Dates on enquiry.**

\$15/\$13\*

## Invitation to Breakfast for local Small and Home businesses.

Do you need reliable, affordable and fast business services? Your own office support?

Come along and we'll chat about what we can do for you.

**Thursday 21 February 8am**

RSVP by Thursday 14 February on 02 4885 2665 or email [monicaengel@robertsonctc.org.au](mailto:monicaengel@robertsonctc.org.au)

## 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 February 6 - February 27**

**6.30pm - 8.30pm**

\$127/\$114\*

\* Concession prices.

*Call for quotes on  
venue and equipment hire.*

*We also do*

- Photocopying
- Printing
- Laminating
- Binding
- Brochures
- Typing