

# Computer Classes at Robertson CTC from April 2016

\$65 / \$55 Concession & Seniors per class. Includes Manual.

## **Beginners - Part 1**

Friday 15 April 10am-12pm

Gain confidence in using a computer and start using the internet.

## **Excel – Introduction**

Thursday 21 April 10am-12pm

Create, edit and understand spreadsheets.

## **Beginners - Part 2**

Friday 22nd April 10am-12pm

Using email. Contacts, attachments, saving and finding files.

## **Excel – Intermediate Part 1**

Thursday 28 April 10am-12pm

More on formulas, print options, hidden rows and columns.

## **Photos on Your Computer**

Friday 29th April 10am-12pm

Transferring photos to your computer, basic editing, sharing and printing.

## **Facebook and Social Media**

Friday 6th May 10am-12pm

Start using Facebook to stay in touch, understand privacy options and levels.

## **Excel – Intermediate part 2**

Thursday 12 May 10am-12pm

Using functions and more complex formula. Using Names.

## **Password Storage and Management**

Friday 13th May 10am-12pm

Learn how to keep your passwords safe using LastPass. Security and privacy tips.

## **Cloud Storage**

Friday 20th May 10am-12pm

Learn about free and paid cloud storage, Dropbox, OneDrive, Google Drive, iCloud.

## **Windows 10**

Saturday 21st May 10:30am-12:30pm

Learn how to use the new Windows 10. Suitable for beginners or those upgrading from Windows 7 or 8.

## **Blogging and Simple Websites**

Friday 27th May 10am-12pm

Set up a free blog or simple website using WordPress. *Follow up course later.*

## **iPads part 1 – Beginners**

Saturday 28th May 10:30-12:30pm

Set up and start using your iPad. Need to bring own iPad.

**iPads part 2 to part 4** will be run on Saturdays in June & July.

Will look at Apps, photos, backups, calendar and reminders, maps and directions, making use of Siri.

Small group classes taught by qualified and experience trainer.

Bookings Essential.

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