

# Computer Classes at Robertson CTC

Fridays 10am to 1pm, \$65 / \$55 Concession & Seniors.

Includes Manual & Morning tea

## Start Blogging

7 August 2015

Create a free blog using WordPress.  
Suitable for those with some computer skills.

## Computers for Beginners part 1

14 August 2015

Gain confidence with your computer, finding your way around the computer, start using the internet. Suitable for complete beginners.

## Computers for Beginners part 2

21 August 2015

Internet tips, bookmarks, favourites and safety, start using email.

## Word – Introduction

28 August 2015

Learn to create and edit written documents, suitable for beginners or those wanting to refresh their skills.

## Word – Follow up

4 September 2015

Inserting tables and images, more on formatting and styles. Suitable for those who have completed the introduction course or have some knowledge of Word.

## PowerPoint

11 September 2015

Learn to create and edit presentations.  
Perfect for parents wanting to assist school aged children.

## Excel – Introduction

18 September 2015

Create edit and understand spreadsheets.  
Suitable for those with a little computing knowledge or wanting to refresh their skills.

## Excel – Follow Up

9 October 2015

More on formulas, sorting and analysing data. Suitable for those who have completed the introduction course or have some knowledge of Excel.

## Publisher

16 October 2015

Learn how to create flyers, greetings cards and simple brochures.

## Mail Merge Address List / Labels

23 October 2015

Create a Christmas card list (or other mailing list) and print off address labels.  
Uses Word and Excel.

Classes taught by qualified and experience trainer.

Bookings Essential.

**Phone 4885 2665 or Email [karenmewes@robertsonctc.org.au](mailto:karenmewes@robertsonctc.org.au)**