

Computer Classes at Robertson CTC from Feb 2016

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

Fridays 10am – 1pm

iPads / Tablets - Part 1, Introduction

Friday 5 Feb 10am-1pm

Understand your iPad. Get set up and start using apps. Need to bring own iPad or tablet. Suitable for complete beginner.

iPads - Part 2

Friday 12 Feb 10am-1pm

Organising bookmarks and internet tips. Photos, editing, sharing and transferring to computer. Need own iPad.

iPads – Part 3

Friday 19 Feb 10am-1pm

Using the iPad to keep in touch, Facetime, Skype, email and lots more tips. Need own iPad

iPads – Part 4

Friday 26 Feb 10am – 1pm

Maps, directions, books calendars and reminders. Making use of Siri. Need own iPad

Sharing Photos

Friday 11 March 10am-1pm

Putting onto your computer, sharing via email or social media, basic editing
Suitable for beginner.

Saturdays 10:30am – 12:30pm

Computers for Beginners part 1

Sat 6 Feb 10:30am-12:30pm

Gain confidence with your computer, learn to use the internet safely. Suitable for complete beginners.

Computers for Beginners part 2

Sat 13 Feb 10:30am – 12:30pm

Saving and finding your files, introduction to email and contacts..

Word – Introduction

Sat 2 Feb 10:30am-12:30pm

Learn to create and edit written documents, includes tips and shortcuts. Suitable for beginners or those wanting to refresh their skills.

Word – Intermediate part 1

Sat 27 Feb 10:30-am – 12:30pm

Creating professional looking documents. Formatting using styles, options for columns. Requires some prior knowledge of Word.

Word – Intermediate part 1

Sat 12 March 10:30-am – 12:30pm

Calculations in tables, images, headers and footers in different sections. Requires some prior knowledge of Word.

Classes taught by qualified and experience trainer.

Bookings Essential.

Phone 4885 2665 or Email karenmewes@robertsonctc.org.au