

Computer Classes at CTC@Robertson

All classes are taught by a qualified and experienced trainer. . Ph 4885 2665

karenmewes@robertsonctc.org.au

Cost \$65 (\$55 concession/senior) per 3 hour class, morning coffee and manual included.

Maximum of 6 per class.

58-60 Hoddle Street, Robertson

If you can't make a Friday please contact us, with sufficient interest we may put on extra classes or adjust.

Friday 3rd May	10:00am 1:00pm	Basic skills 1 — Never used a computer or just having problems, this is for you. Getting started, understanding your computer and searching the internet, finding your files and folders, lots of tips. Suitable for complete beginners
Friday 10th May	10:00am 1:00pm	Facebook & Social Media — Use the computer to keep in touch with family and friend. Getting started and how to keep your details as private or public as you want. This class will focus on Facebook but will also look at Twitter and Instagram.
Friday 17 May	10:00am 1:00pm	Word Beginners or Refresher — Suitable for complete beginners or to update and refresh skills, lots of tips. Can use alternate programs if preferred.
Friday 24 May	10:00am 1:00pm	Word part. 2 – follow up from part 1. Taking current knowledge a step further—lots of tips for those already using Word. Columns and calculations in tables. Create professional looking documents.
Fri day 31 May	10:00am 1:00pm	Excel Beginners or Refresher — Create and understand spreadsheets for data or calculations. Learn how to create and read formula and to format your data.
Friday 7 June	10:00am 1:00pm	Excel part 2 - follow up from part 1. Taking current knowledge a step further—lots of tips for those already using Excel. Introduction to functions, conditional formatting.

iPads & Tablets - Thursday group

Small Casual Weekly group – Instruction on your iPad or tablet plus meet with others people who are finding similar problems and learn together. \$5 charge to join the group and then \$5 each week that you attend. Call the CTC to register your interest in the group and to request topics.



For all classes Phone **4885 2665** or email
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