FREE Workshops

Funded by Community Underwriting

Computer Security Workshop
Friday 28 April 10.30am—12pm
Viruses, malware, adware and simple steps & tips to protect your computer and your information. Suitable for beginners.

Facebook introduction and privacy workshop
Friday 5 May 10.30am—12pm
Overview of Facebook and shows how to use Facebook safely and to control who sees your posts and information. Suitable for beginners.

iPads and Tablets, introductory workshop
Friday 12 May 10.30am—12pm
For beginners or those thinking of getting an iPad or tablet, we will look at the differences and what can use them for plus have a few on hand for you to try.

Limited places please call to reserve your spot. 4885 2665 or email: karenmewes@robertsonctc.org.au

CTC@Robertson

Robertson Community Technology Centre
58-60 Hoddle Street, Robertson.

Booking Essential for all classes phone 4885 2665 or email karenmewes@robertsonctc.org.au

Prefer One to One training? Call to book a time $55 / $45 concession / hour (at the CTC).

Computer Classes

$70 ($60 concession) per 3 hour class

Computer Basics on Windows 10
Friday 19 May 10am-1pm
Suitable for complete beginners or those new to Windows 10, gain confidence with your computer, saving and finding files, using the internet safely. Tips and shortcuts.

Email Basics - Introduction to email.
Friday 26 May 10am-1pm
Use your own Microsoft, Gmail, Yahoo account or set up a new free Gmail account

Word - Introduction
Friday 2 June 10am-1pm
Create and edit written documents, includes tips and shortcuts, suitable for beginners or those wanting to refresh their skills.

Word – Intermediate
Friday 9 June 10am-1pm
Create professional looking documents, includes calculations in tables, columns, images, headers and footers, sections.

Excel- Introduction
Friday 16 June 10am-1pm
Create and edit & understand spreadsheets, includes tips and shortcuts, suitable for those with some computing knowledge.

Excel – Intermediate
Friday 23 June 10am-1pm
More complex formulas, viewing & printing options, comments and introduction to Functions

PowerPoint
Friday 30 June 10am-1pm
Learn to create and edit presentations. Especially suitable for parents wanting to help school aged children.

To come later in 2017
iPads and Tablets
Sharing Photos
Cloud Storage and Password Management
Start Blogging / create a simple website