

## Computer Courses

All courses taught by qualified & experienced trainer.

Small groups, manuals or course notes provided.

*(All prices include GST.)*

## Special introductory Price

**\$65 (\$55 concession) per  
3 hour class**

**Booking Essential  
phone 4885 2665  
or email**

**karenmewes@robertsonctc.org.au**

### Computer Basics

Friday 13 Feb 10am-1pm

Suitable for complete beginners, gain confidence with your computer, saving and finding files, using the internet safely.

### Word—Introduction

Friday 20 Feb 10am-1pm

Create and edit written documents, includes tips and shortcuts, suitable for beginners or those wanting to refresh their skills.

### Excel

Friday 27 Feb 10am-1pm

create and edit & understand spreadsheets, includes tips and shortcuts, suitable for those with some computing knowledge.

### Email—Introduction to Web based email.

Friday 6 March 10am-1pm

Use your own Hotmail, Gmail or Yahoo account or set up a new free Gmail account.

### PowerPoint

Friday 13 March 10am-1pm

Learn to create and edit presentations. Especially suitable for parents wanting to help school aged children.

### IPads / Tablets—Introduction

Friday 27 March 10am-1pm

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

### IPads—Continued

Friday 24 April 10am-1pm

Transferring files to computer, storage options, tips and tricks.

### Sharing Photos

Friday 1 May 10am-1pm

Putting onto your computer, sharing via email or social media, basic editing

### Office Online

Friday 8 May 10am-1pm

See how you can use the free Microsoft Office Online programs (Word, Outlook, Excel, PowerPoint) with cloud storage and access from any computer.

### Cloud Storage and Password Management

Friday 15 May 10am-1pm

Looks at free cloud storage in OneDrive, Google Drive, Dropbox and passwords in Lastpass.

### Start Blogging

Friday 22 May 2015

Create a free Wordpress blog or simple Website

Prefer One to One training? Call to book a time  
\$25 / ½ hour or \$40 hour (at the CTC).