

Beginners Computers

Step 1 - Leisurely Introduction

Slow paced introduction to computers for those who have **never** used computers before. Leads onto the Introduction to computers course.

Term 3 Thursdays 1.00pm—3.00pm
4th to 18th September

Cost: \$45.00 (3 sessions)

Step 2 - Intro to Computers XP

Both introduction to Computers Course will introduce you to the Windows operating environment and will show you some basics in Windows, including saving and opening files, arranging windows, using the mouse and keyboard and an introduction to the Internet.

Term 3 Tuesdays 6.30pm—8.30pm
29th July to 16th September

Term 4 Thursdays 10.00am—12 noon
9th October to 27th November

Cost: \$120.00 (8 sessions)

Step 3 - Intermediate Computers

A Follow on from the Introduction Course. More on File Management, installing and uninstalling software, virus protection and email, eBay, chat and even Window Moviemaker.

Some computer knowledge required

Term 3 Mondays 10.00am—12 noon
28th July to 25th August

Term 4 Tuesdays 6.30pm—8.30pm
11th Nov to 9th Dec

Cost: \$75.00 (5 sessions)

Computers for Fun

Digital Camera to PC

Learn to transfer your digital pictures to your PC. Store and organize your photos, back them up onto disk. Manipulate your photos to get rid of red eye, lighten or darken them and crop for best printing. Students welcome to bring a disk with your photos or your camera and USB cord to class

Term 3 Thursdays 10.00am - 12 noon
31st July to 28th August

Cost \$ 75.00 (5 Sessions)

Digital Slide Show

Transfer your digital movies or digital pictures into a moving slide show that can be played on your home DVD. Add special effects, music and headings to create a special memory. Treat presentation for special events such as birthdays or anniversaries. Students welcome to bring a disk with digital film or pictures.

Term 4 Thursdays 6.30pm—8.30pm
9th October to 6th November

Cost \$75.00 (5 sessions)

Burning CD'S and DVD'S

Learn how to burn music, backup data and picture files and DVD's. Useful for making copies of important or for sharing information or for sharing information with friends.

Term 3 Thursdays 12.30pm - 3.00pm
14th August

Cost: \$25.00 (1 sessions)

Computers for Work

Microsoft Word 2007 - Introduction

Learn to create flyers for business or community groups. Create newsletters, memos, faxes, and leaflets with this versatile program.

Term 3 Mondays 6.30pm - 8.30pm
28th July to 18th August

Cost; \$80.00 (4sessions)

Microsoft Word 2007 - Intermediate

Create more advanced documents for your community group or business. Create reports with a table of contents, use formatting and styles, insert headers and footers including page numbers and file paths. Create forms with tabs and columns.

Term 4 Mondays 6.30pm - 8.30pm
10th November to 8th December

Cost \$90.00 (5 sessions)

Introduction to Excel

Learn about spreadsheets, tables and charts using formulas with this popular Microsoft office program. Some computer knowledge required

Term 3 Mondays 6.30pm—8.30pm
25th Aug to 15th Sept

Cost: \$80 .00 (4 sessions)

Microsoft Vista & Office 2007 Update

If you have upgraded to Vista and/or Office 2007 don't stay confused, our 2.5 hour session is a comprehensive look at the changes from XP and Office 2003 to the new programs.

Term 3 Mondays 9.30am—12 noon
21st July

Cost \$30.00 (1 sessions)

QuickBooks and MYOB

Using the latest QuickBooks and MYOB packages Businesses small and large, will find it easier to maintain up to date financial records. Pre requisites, some computer and bookkeeping knowledge

M.Y.O.B.

Term 3 Fridays 10.00am - 12.00 noon
25th July to 12th September

Term 4 Wednesdays 6.30pm - 8.30pm
15th October to 3rd December

QUICK BOOKS

Term 3 Wednesdays 6.30pm - 8.30pm
30th July to 17th September

Term 4 QB1 Program Fridays
10.00am - 12 noon
10th October to 28th November

Cost \$ 165.00 plus \$55.00 for text payable to tutor (8 Sessions)

Introduction to Email

This course will take you through setting up a free email account. You will learn to access, attach documents and photos and format your emails. Spam and virus protection also included in course.

Term 3 Thursdays 12.30pm - 3.00pm
31st July

Cost: \$25.00 (1 sessions)

REGISTRATION

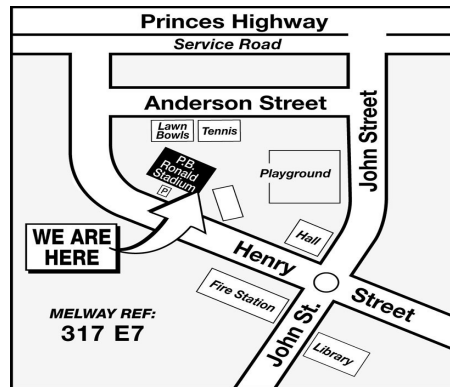
An additional charge of \$10.00 per person/
family per calendar year is required on
enrolment

Student Information

To enroll in a course, an enrolment form and full payment must be received. Enrolment forms and payment should be submitted as early as possible to avoid disappointment. An annual registration fee of \$10 applies to each family or individual per calendar year and is non refundable.

We regret the courses with low enrolments will be cancelled or deferred. A full refund will be made. A refund of course fee is not available once the course has commenced.

Our tutor provides professional tuition in a local friendly environment



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Computer Courses



Living
learning
Pakenham