



## PUBLIC COMPUTER ACCESS

Want to access your email account, search the Internet or type up your resume? Living Learning Pakenham has computers for use by appointment. With an annual fee of \$10 you can access fast speed internet and Microsoft Office 2007. Telephone 5941 2389.

We also have classes to suit absolute beginners to those that need high level administration skills.

## INTRODUCTION TO COMPUTERS

This course will introduce you to the Windows XP operating environment and will show you some basics in Windows, including saving and opening files, arranging windows, using help, using the mouse and keyboard and an introduction to the Internet.



**TERM 3** Tuesdays 6.30pm – 9.00pm  
27th July to 14th September

**TERM 3** Thursdays 6.30pm – 9.00pm  
7th October to 25th November

**COST** \$50 **SUBSIDISED TRAINING**  
Students have the option to purchase their textbook \$35.

## MICROSOFT EXCEL 2007 - INTRODUCTION

Introductory course covers creating and editing workbooks and worksheets, using the ribbon functions, simple formulas and functions, inserting and copying cell data and formatting cells, rows and columns.

**TERM 3** Monday 9.00am – 4.00pm 26th July

**TERM 4** Monday 9.00am – 4.00pm 11th October

**COST** \$100 Students have the option to purchase their textbook \$25.

## MICROSOFT EXCEL 2007 - INTERMEDIATE

Course designed for existing users of Excel who would like to expand their knowledge. Covers filling and moving data, logical functions, formatting, worksheet techniques, sorting data, and charting techniques.

**TERM 4** Monday 9.00am – 4.00pm 25th October

**COST** \$100 Students have the option to purchase their textbook \$25.

## MICROSOFT WORD 2007 - INTRODUCTION

Introductory course covers creating a document, working with the document and text, cutting and copying information, formatting font and setting up page layout, using simple tables and printing the document. Participants also receive comprehensive text.

**TERM 3** Monday 9.00am – 4.00pm 16th August

**COST** \$100 Students have the option to purchase their textbook \$25.

## MICROSOFT WORD 2007 - INTERMEDIATE

This course is suitable for those using Microsoft Word who want to extend basic skills to create more intricate and varied documents. Learn to work with multiple, concurrent documents, enhance documents and text using advanced formatting, use styles and templates, create headers and footers, use mail merge and include drawing and word art in documents. Participants also receive comprehensive text.

**TERM 4** Monday 9.00am – 4.00pm 18th October

**COST** \$100 Students have the option to purchase their textbook \$25.

## INTRODUCTION TO EMAIL

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This course will take you through setting up a free email account how to access your emails, how to attach documents and photos, formatting emails and spam and virus Protection.

**TERM 3** Monday 9.30am – 12.00noon 2nd August

**COST** \$30

## VIRUS and SPYWARE PROTECTION

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An introduction to virus and spyware programs and settings to help safeguard your computer, what they do, how to maintain your security, some tips in avoiding virus invasions for your home PC.

**TERM 3** Monday 12.30pm – 3.00pm 2nd August

**COST** \$30

## BURNING CD'S AND DVD'S

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

**TERM 3** Monday 9th August 9.30am – 12.00noon

**COST** \$30

*Relationships Australia*

VICTORIA

### **Making Relationships Work!**

#### **Free seminar presentation**

We don't have to tell you that your relationship is important to your personal well-being, let alone your family's. And you already know it might cost you dearly if you break up, economically, as well as emotionally.

**But can you and your partner maintain the good feelings? And can you both iron out those glitches that grow into huge issues and ultimately drive you apart?**

In this **FREE** 2 hour presentation, an experienced relationship counsellor/consultant will take you through the latest research on what makes relationships succeed and fail. You will recognise yourself and others, have a good laugh and start thinking about what you can do to improve your current relationships.

**Wednesday 20th October, 7.00pm – 9.00pm at Living Learning Pakenham**  
**Bookings essential telephone Relationships Australia on (03) 5990 1900**

## **'Friendly Bites'**



Join us in a friendly and social environment each Wednesday, for a chat, light lunch, and activities!

This **EXCITING** program will provide a social atmosphere for all to enjoy.

Transport may be provided, with notice.

**Guest Speakers • Games • Fun**

**Wednesdays from 14th July 12.30pm - 2.30pm**  
**Telephone 5941 2389 for activity details. Cost \$3.**