

# Computer Classes at Robertson CTC

## June -Aug 2017.

**58-60 Hoddle Street Robertson.**

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

email: karenmewes@robertsonctc.org.au

Cost \$70 (\$60 concession) per 3 hour class, morning coffee and manual included.

<b>Word (introduction)</b>	Friday 2 June 10am-1pm	Create & edit written documents, includes tips and shortcuts. Suitable for beginners or those wishing to refresh skills.
<b>Word (intermediate)</b>	Friday 9 June 10am-1pm	Create professional looking documents, includes calculations in tables, columns, images, headers and footers, sections
<b>Excel (introduction)</b>	Friday 16 June 10am-1pm	Create, edit and understand spreadsheets, includes lots of tips and shortcuts. Suitable for those with some computing skills.
<b>Excel (intermediate)</b>	Friday 23 June 10am-1pm	More complex formulas, viewing and printing options, comments and instruction to functions.
<b>PowerPoint</b>	Friday 30 June 10am-1pm	Learn to create and edit presentations. For work or to assist school aged children with their projects.
<b>Cloud Storage &amp; Password Management</b>	Friday 21 July 10am-1pm	A must for anyone who can't remember all their passwords or uses the same password over and over. Uses LastPass. Also looks at free cloud storage options, OneDrive & Dropbox
<b>Photos, simple editing and sharing</b>	Friday 28 July 10am-1pm	Transferring photos from phone , tablet or camera to computer. Basic editing, printing and how to share via email or social media such as Facebook.
<b>Start Blogging</b>	Friday 4 Aug 10am-1pm	Something to say? Create a blog or simple website using WordPress, free templates, as creative or simple as you wish.

One on one classes available by appointment call to book or discuss. \$55 / \$45 concession per hour

Please note we are not always able to answer the phone but will pick up messages.