

## Computer Classes at Robertson CTC from Aug 2018

All classes are taught by a qualified and experienced trainer. .

Ph 4885 2665 or email: [karenmewes@robertsonctc.org.au](mailto:karenmewes@robertsonctc.org.au)

58-60 Hoddle Street, Robertson

Cost \$65 (\$55 concession/senior) per 3 hour class, manual included.

<b>Friday 17 Aug</b>	10:30am - 1:30pm	<b>Beginners Basics 1</b> - Getting started , understanding your computer and searching the internet. Suitable for complete beginners.
<b>Friday 24 Aug</b>	10:30am - 1:30pm	<b>Beginners Basics 2</b> – Email (free web based email such as Gmail) finding your folders and files plus lots of tips.
<b>Friday 31 Aug</b>	10:30am - 1:30pm	<b>Word Beginners or Refresher</b> - Suitable for complete beginners or those wanting to update & revise their skills. Create business documents, lots of tips and shortcuts.
<b>Friday 7 Sept</b>	10:30am - 1:30pm	<b>Word part. 2</b> - Follow up from part 1. Taking current knowledge a step further - lots of tips for those already using Word. Columns and calculations in tables. Create professional looking documents.
<b>Friday 14 Sept</b>	10:30am - 1:30pm	<b>Excel Beginners or Refresher</b> - Create and understand spreadsheets for data or calculations. Learn how to create and read formula and to format your data.
<b>Friday 21 Sept</b>	10:30am - 1:30pm	<b>Excel part 2</b> - Follow up from part 1. Taking current knowledge a step further—lots of tips for those already using Excel. Introduction to functions, conditional formatting.
<b>Friday 28 Sept</b>	10:30am - 1:30pm	<b>Excel part 3</b> - (If sufficient interest) more advanced class looking at functions and pivot tables. (This class is \$75).
<b>Friday 19 Oct</b>	10:30am - 1:30pm	<b>PowerPoint</b> - Introduction to creating presentations includes effects and timing.
<b>Friday 26 Oct</b>	10:30am - 1:30pm	<b>Publisher</b> - Introduction to creating documents using Publisher. Suitable for brochures, newsletter, flyers.

**One on one lessons** available by appointment - call to book or discuss.

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

### iPads, Tablets - Thursday group

Weekly group – Instruction on your iPad or tablet plus meet with others people who are finding similar problems and learn together. \$5 charge to join the group and then \$5 each week that you attend. Call the CTC to register your interest in the group and to request topics.

Phone **4885 2665** or email [karenmewes@robertsonctc.org.au](mailto:karenmewes@robertsonctc.org.au)