

# Computer Classes at Robertson CTC from Feb 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 \$60 (\$50 concession/senior) per 3 hour class, morning coffee and manual included. **\$35 per class if booking 3 or more classes.**



<b>Friday 9 Feb</b>	10:30am 1:30pm	<b>Basics — (Windows 10)</b> — Suitable for complete beginners .
<b>Friday 16 Feb</b>	10:30am 1:30pm	<b>Word Beginners or Refresher</b> – Suitable for complete beginners or those wanting to update & revise their skills.
<b>Friday 23 Feb</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
<b>Friday 2 March</b>	10:30am 1:30pm	<b>Excel Beginners or Refresher</b> — Create and understand spreadsheets
<b>Friday 9 March</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.
<b>Friday 16 March</b>	10:30am 1:30pm	<b>Essentials 1 – Password Management</b> – LastPass and other options for creating and storing passwords safely.
<b>Friday 23 March</b>	10:30am 1:30pm	<b>Essentials 2 – Back ups, Updates, Privacy and Security</b>
<b>Friday 6 April</b>	10:30am 1:30pm	<b>Free alternatives to Microsoft Office</b> – Google Docs, Open Office, Office online

One on one classes available by appointment call to book or discuss. Computers, WiFi, business services, scanning, copying, laminating, binding all served with coffee and a smile!  
Please note we are not always able to answer the phone but will pick up messages.

## Thursday group sessions for iPads, Tablets, iPhone and Other Smart Phones.

**NEW**

These will be short talks/demonstrations where we will look at one topic each week. You can meet and chat to others with the same device or try one of ours. There will be a \$5 charge to join the group and then \$5 each week that you attend. We will have a list of topics starting with the basics. 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)