



# Computer Classes at Robertson CTC term 1 2019

All classes are taught by a qualified and experienced trainer.

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

Cost \$65 (\$55 concession/senior) per 3 hour class, morning coffee and manual included. Maximum of 6 per class.

If you can't make a Friday please contact us, with sufficient interest we may put on extra classes or adjust.

<b>Friday 1 March</b>	10:00am 1:00pm	<b>Basic skills 1</b> — Never used a computer or just having problems, this is for you. Getting started, understanding your computer and searching the internet. Suitable for complete beginners.
<b>Friday 8 March</b>	10:00am 1:00pm	<b>Basic skills 2</b> —learn how to get your files and folders sorted plus email and saving attachments. Plus lots of tips, bring your questions.
<b>Friday 15 March</b>	10:00am 1:00pm	<b>Photos</b> —putting photos onto your computer from camera, phone or tablet. Organising, simple editing and sharing via email and backing them up.
<b>Friday 21 March</b>	10:00am 1:00pm	<b>Scanning</b> —scanning & simple editing of documents, photos and negatives. Especially suitable for storing and enhancing old photos. This class uses programs that are standard on your computer.
<b>Friday 29 March</b>	10:00am 1:00pm	<b>Creating documents, Printing tip &amp; sending via email</b> — Create and attach documents, change to PDF format (good for invoices or anything where the recipient doesn't need to edit.). Printing tips. Suitable for beginners.
<b>Friday 5 April</b>	10:00am 1:00pm	<b>Facebook &amp; Social Media</b> — Use the computer to keep in touch with family and friend. Getting started and how to keep your details as private or public as you want. This class will focus on Facebook but will also look at Twitter and Instagram.
<b>Date to be confirmed</b>	10:00am 1:00pm	<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

**Small Casual 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.



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

Look out for free Seniors talks during the Seniors Festival in February