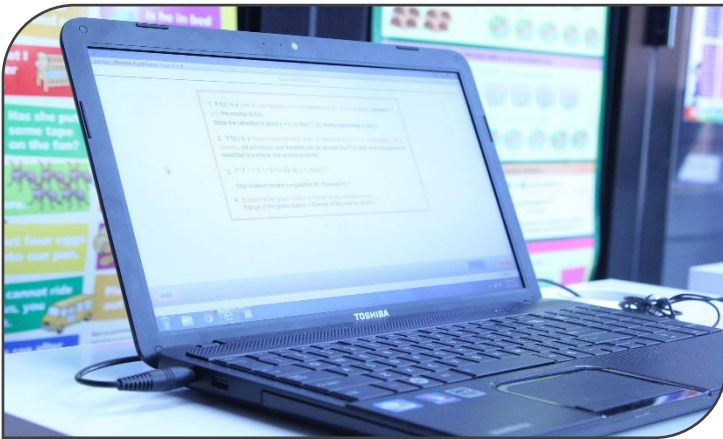


INTERMEDIATE COMPUTER COURSE



COURSE DETAILS		
WHEN	Day/s	Mondays
	Start Date	5 October 2020
	End Date	7 December 2020
TIMES	12.30pm to 3.15pm	
COST	Free	
WHERE	Paynesville Neighbourhood Centre 55 The Esplanade, Paynesville	
OTHER	There are no classes held during school and public holidays.	

ABOUT THIS COURSE

This course is designed for people who know the basics of how to use a computer, but want to take their computer skills to the next level.

Please note that all of our courses are held in a supportive, friendly, and relaxed environment.

WHAT THIS COURSE OFFERS

You will learn how to:

- Create more with Microsoft Word,
- Create better Excel Spreadsheets,
- Create PowerPoint presentations,
- Do more with Microsoft Outlook, &
- Be more confident when using a computer for work, study or home.

This course also includes:

- Free Tea and Coffee, plus
- A beautiful and calming water view!

WHAT YOU NEED TO BRING

- Your own laptop and power lead, if you can, and please ensure that your laptop is fully charged before class.
- If you are unable to bring your own laptop, no problems as we can supply one for you to use in class.
- There will be handouts provided in class, however, you can bring your own notebook and pen if you wish to take further notes.
- Alternative milk if you don't drink full cream dairy milk.
- A friendly smile and a willingness to have fun while learning 😊

Free Childcare (conditions apply)

CONTACT DETAILS
Please call 5156 0214 or send an email to: info@pnc.vic.edu.au to register your interest or to find out more information.