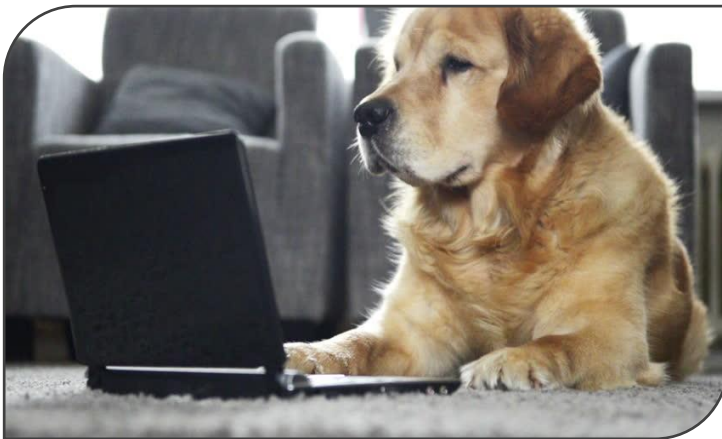


## 2021 TERM 1 BASIC COMPUTER COURSE



### COURSE DETAILS

WHEN	Day/s	Wednesdays
	Start Date	3 February 2021
	End Date	31 March 2021
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 have never used a computer or need a refresher course in computer basics.

Please note that all our courses are held in supportive, relaxed, and friendly environments.

### WHAT THIS COURSE OFFERS

You will learn the basics in:

- Microsoft Word,
- Microsoft Excel,
- Microsoft Outlook,
- File Explorer, and
- Google Searching.

This course also includes:

- Free Tea and Coffee, plus
- Relaxing water views!

### WHAT YOU NEED TO BRING

- Your own laptop and power lead. 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 given in class, however, you can bring your own notebook and pen if you wish to take further notes.
- Alternative milk if you do not drink full cream dairy milk.
- A friendly smile and a willingness to have some fun while learning 😊

**Free Childcare (conditions apply)**

### CONTACT DETAILS

Please call 5156 0214 or send an email to: [info@pnc.vic.edu.au](mailto:info@pnc.vic.edu.au) to register your interest or to find out more information.