



Paynesville Neighbourhood Centre



2021 TERM 3 BASIC COMPUTER COURSE IN BAIRNSDALE



COURSE DETAILS

Day(s)	Fridays
Start Date	30 th July, 2021
End Date	15 th October, 2021
Times	1.00pm to 3.30pm
Duration	10 Classes
Cost	\$20 Concession / \$50 Full Fee (Fees are total cost of course)
Where	The Hub, Bairnsdale 27 Dalmahoy Street, Bairnsdale (cnr Service Street)
Other	There are no classes 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.

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 free for you to use during class.
- Handouts will be provided; however, you can bring your own notebook and pen if you wish to take further notes.
- If you wish to bring your lunch, there is a lounge area with a microwave, sandwich press, and fridge. Free tea, coffee and filtered water is also available.

Free Childcare for Paynesville residents (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.