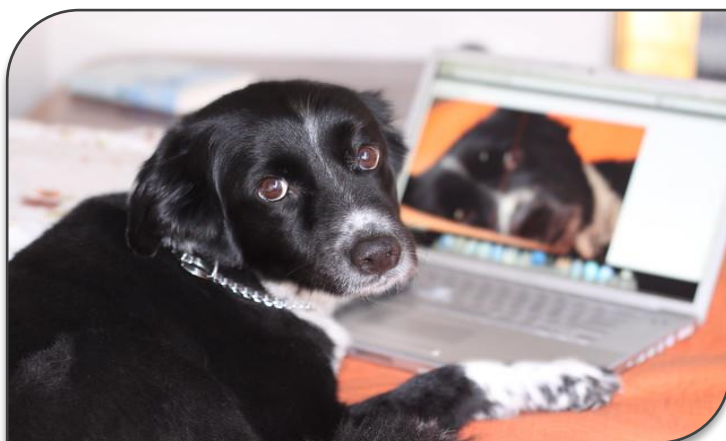




Paynesville Neighbourhood Centre



2021 TERM 4 BASIC COMPUTER COURSE



COURSE DETAILS

Day(s)	Wednesdays
Start Date	6 th October, 2021
End Date	8 th December, 2021
Times	12.30pm to 3.15pm
Duration	10 Classes
Cost	\$20 Concession / \$50 Full Fee
Where	Paynesville Neighbourhood Centre, 55 The Esplanade, Paynesville
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.

This course also includes:

- Free tea, coffee, and biscuits; plus
- Beautiful 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 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.
- 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 to register your interest or to find out more information.