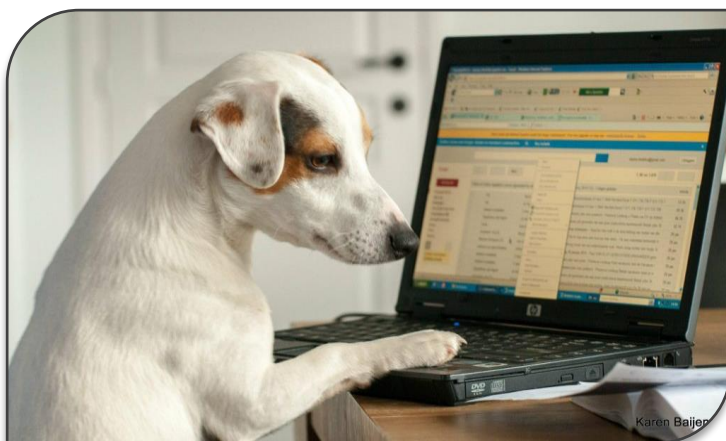




Paynesville Neighbourhood Centre



## 2021 TERM 4 INTERMEDIATE COMPUTER COURSE



## COURSE DETAILS

<b>Day(s)</b>	Mondays
<b>Start Date</b>	4 <sup>th</sup> October, 2021
<b>End Date</b>	6 <sup>th</sup> December, 2021
<b>Times</b>	12.30pm to 3.15pm
<b>Duration</b>	10 Classes
<b>Cost</b>	\$20 Concession / \$50 Full Fee
<b>Where</b>	Paynesville Neighbourhood Centre, 55 The Esplanade, Paynesville
<b>Other</b>	There are no classes during school and public holidays.

## ABOUT THIS COURSE

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

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

## 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 a more confident computer user.

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](mailto:info@pnc.vic.edu.au) to register your interest or to find out more information.