

**"CHOICES" AT POYNTON COMMUNITY CENTRE
107 PARK LANE, POYNTON.
TEL: 01625 875555**



COMPUTING FOR THE TERRIFIED

IMPROVER LEVEL 1

THIS COURSE IS FOR THOSE WHO FEEL THEY ARE READY TO MOVE ON FROM BEING TERRIFIED. YOU WILL LEARN HOW TO MANAGE FILES AND FOLDERS IN MORE DETAIL SO YOU NEVER LOSE THOSE IMPORTANT PHOTOGRAPHS AND DOCUMENTS. NOW THAT YOU FEEL MORE CONFIDENT WITH A COMPUTER YOU WILL BE INTRODUCED TO MORE COMPLEX AND LONGER DOCUMENTS TO INCLUDE THE USE OF INDEXING, TABLE OF CONTENTS AND COLUMNS. ALSO A MORE DETAILED LOOK AT WIZARDS AS A WAY OF LETTING THE PC WORK WITH YOU. THERE WILL BE MORE WORK WITH DIGITAL CAMERAS, MUSIC, EMAIL AND THE INTERNET STEPPING JUST A LITTLE DEEPER INTO THE MURKY WATERS OF THIS SOMETIMES CONFUSING BUT EVERMORE NECESSARY TECHNOLOGY. CLASSES WILL BE INFORMAL AND ENJOYABLE FOR EVERYONE.

DAYTIME COURSE COMMENCES

MONDAYS STARTING

13th SEPTEMBER 2010 1PM.

COURSE FEES:

£60.00

COURSE FEES BASED ON 20 HOURS OVER 10 WEEKS

