

Head Teacher: Mr. Roger Matthews

PO309 COMPUTER SKILLS FOR THE TERRIFIED

DAY AND TIME: Saturday, 10.00 am - 4.00 pm

VENUE: Portchester Community School

TUTOR:

DURATION: 1 Day

COST: £24.00

COURSE DATE: Saturday 12th February 2011



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This one day workshop is ideal for learners with no previous knowledge.

We will have a brief introduction to the following topics during the course of the day:

- The computer hardware – monitor, mouse, processor, keyboard
- Introduction to Microsoft Windows
- Exploring Word Processing – Microsoft Word
- Exploring Spreadsheets – Microsoft Excel
- Uses of a PC at home
- Looking at the Internet

Please bring a packed lunch with you.