



White Hart Lane
Portchester
PO16 9BD
Telephone: 023 9236 4399

Head Teacher: Mr. Roger Matthews

PO32 COMPUTING SKILLS FOR BEGINNERS

DAY AND TIME: Thursday, 9.30 am – 11.30 am

VENUE: Castle Street Centre

TUTOR: Linda Turner

DURATION: 10 weeks

COST: £80.00

COURSE COMMENCES: Autumn Term - 23rd September 2010



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This 10 week course is ideal for students with no previous knowledge in the subject and who wish to become familiar with a computer's basic functions and its practical use in the home.

The course will include the following, but a flexible approach will be taken so that participants can get as much from their computers as time will allow.

- Introduction to hardware – the main components of a computer set up and their significance to a computer user e.g. desktop/tower, monitor, keyboard, mouse, printer etc.
- Mouse control
- Computer terminology
- Managing and creating files
- Introduction to Microsoft Windows (operating system)
- Using Microsoft Office (software program)

*50% discount on course fees for those claiming a means tested benefit
Refund Policy – we can only refund course fees due to serious illness or sudden move a £10 admin fee will be deducted*

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