

No	Courses Name	The course will teach you to:-	Hours	Costs \$	Pre-requisite	Comments
Short Courses						
1	Introduction to Computers	Turn computer on/off, Mouse skills,open and close programs.	2	Free	Have a PC	
2	Insert Graphics in Word	Insert and Position graphics, (pictures etc) in MS Word	2	10	Word Intro	
3	Burning Custom made CD	Copy files from various sources to one CD	2	10	Windows	
5	Backup W/S, Win 7 & 8.1	Backup data on your PC	2	10	Windows	
7	Christmas Mail	Write a Christmas letter and envelope using Mail Merge	2	10	Word Intro	
8	Excel - Introduction	Work easily with your financial records. Learn basics of Excel	2	10	Office 2010-365	
10	Facebook Introduction	To use the basics of Facebook and keep secure	2	10	Web Browsing.	
11	iPad 2 Introduction	Learn to use an iPad	2	10	Have one!	
12	Mailing Labels in MS Word	Merge document/labels with data base	2	10	Word Intro	
15	Maintain Your PC	Keep PC Security up to date, clean out unwanted files,restore PC	2	10	Win/Web	
17	Powerpoint – Using Photos	Create a presentation & video to share using your photos.	4	20	PPT course	
20	Word -Text Boxes,WordArt	Use Text Boxes/WordArt in Microsoft Word documents.	2	10	Word Intro	
21	Word -Tables in Word	Use Tabs and Tables in Word documents	2	10	Word Intro	
25	Windows 10 - Files&Folders	Organise, arrange and label your files	4	20	Win 8.1/10	
27	Online Forms	Create online forms for users to complete and print or email	2	10	Word Intro	
28	Android Tablet Intro	Starting Android and some Apps, email etc.	4	20	Have one!	
29	Camera Digital Photography	Learn to use your digital camera	2	10	Have one!	
32	Online Banking	Using virtual accounts at a real bank	2	Free	Web Br.	
33	Windows 10 workshop	Learn the new features of Windows 10	2	10	Previous Windows	
34	Templates in MS Office	Download & use free templates in MS Office Programs	2	10	Word Intro	
36	Google Earth	Learn to use Google Earth program	2	10	Web Br.	

37	TV Streaming	Learn about the alternative ways of viewing TV	2	10	Web Br.
Full Courses					
51	Desktop Publishing	Create Brochure, Flyer, newsletter using Microsoft Publisher	8	40	Win/Word
52	Draw Tools – Shapes in Word	Create graphics Using shapes, lines colour in Microsoft Word	4	20	Word 07/10
57	Files and Folders - W7	Organise, arrange and label your files	4	20	Windows 7 Intro
59	Greeting, Xmas and B'day Cards	Create Birthday/Christmas Cards, find & save Clipart	4	20	Word Intro
60	Paint in Windows 7	Creative use of Paint Tools in Windows	4	20	Windows7
62	Picasa - photo organiser	Use Picasa to organise photos	4	20	Web Br.
64	Microsoft PowerPoint	Create a Presentation/Slide Show using all tools in PPT	8	40	Win/Office
65	Web Browsing	Search for, Find and save things on the Web	2	10	Windows
67	Windows 7 Operating System	Become more confident in working with your computer.	8	40	Intro to Comps.
69	Microsoft Word – Advanced 1	Use Tabs, tables, columns, WordArt, Borders in Word	4	20	Word 07/10
70	Microsoft Word – Advanced 2	Use Thesaurus, Format Painter, graphics, Templates in MS Word	4	20	Word Adv1
71	Microsoft Word - Introduction	Write letter, add clipart, use a Textbox, access Help in MS Word	4	20	Windows
72A	E-mail - Gmail	Using the Web-based email, Gmail	2	10	Windows
72B	E-Mail - Hotmail/Outlook	Using the Web-based email, Hotmail (Outlook Mail)	2	10	Windows
75.1	Windows 10 Op. System	Become more confident in working with your computer.	4	20	Intro Comps
75.2	Windows 10 Word Processing	Word processing in WordPad; saving, opening, finding, printing, flashdrives	4	20	Windows Op. 75.1
76	Open Office, Word Processing.	Use the free alternative to MS Office Word	4	20	Windows

One on One Sessions

77	Personalised Help	One-on-One help with a tutor on computer related subject	1	15	Any Course	\$15 club, \$20 Home \$25 non member
77	Personalised Help	Smartphone, iPad, Android tablet, Printer, Router, Win 10, Skype, Facebook, TradeMe, PC purchase advice, etc				