

	A	B	C	D
1	Course No.	Course Name	hrs	Brief Description
2	1	Introduction to computers	2	If you've never used a computer before this is the course for you. How to start and close down, use the mouse and keyboard and basic skills
3	5	Backing up Workshop	2	Learning how to backup the data on your computer for safekeeping
4	8	Introduction to Excel 2010-365	4	Microsoft Excel is a powerful tool for analysing data. Learn how to use it to monitor expenditure and investments, prepare graphs, sort lists and more.
5	15	PC Maintenance	2	Learn to use the maintenance tools in Windows Operating System to keep your computer safe
6	17	Powerpoint using photos, create MP4	4	Using family or travel photos, create a PowerPoint presentation, add music and interesting features, and convert to MP4 for sharing
7	25	Files & Folders: W10/W11	4	Keep your computer tidy, create folders, filing your files into folders
8	28	Devices Android and Apple	4	Understand and use the fundamentals of a touch screen device, configure important settings, download apps, books & music.
9	32	Online Banking	2	Learn how to access your bank account and pay your accounts while staying safe
10	36	Google Earth	2	Find out how to use the Windows version of Google Earth to explore the planet, get directions, measure distances on the earth's surface and use the flight simulator to create short videos.
11	38	Zoom Introduction	2	Learn how to use Zoom to set up and run an online meeting with others. Find out how to share documents or applications using Zoom.
12	39	Windows 10 Advanced, Settings Menu	2	Learn all the functions of the Settings Menu in Windows 10 and Windows 11
13	40	Windows 11 workshop	2	Learn the differences between Windows 10 and the newer Windows 11.
14	51	MS Publisher 2010-365	4	Learn the features of MS Publisher to create flyers, newsletters and brochures
15	59	Greeting, Xmas and Birthday cards	4	Create Xmas and Birthday Cards using MS Word Processor.
16	69	MS Word 2020-365 Advanced 1	4	Use the advanced features of MS Word, columns, tables etc.
17	71	MS Word 2020-365 Intro	4	Learn the basics of MS Word, features, tools, text boxes, write a letter, add pictures and clipart.
18	72.1	Email-Gmail	2	Gmail is the most widely used free email service. Learn how to use and configure Gmail to meet your needs.
19	72.2	Email Outlook (Hotmail)	2	Microsoft Outlook (formerly Hotmail) is Microsoft's answer to Gmail. Learn how to use and configure the free web based version to meet your needs.
20	75.1	Windows 10 Intro	4	Get to know the desktop, start screen, task bar and Ribbon. Understand the key features and settings inside MS mainstream operating system
21	75.2	Windows 10/11 Wordpad	4	Learn how to use the functions of Wordpad as a Word Processing program in Windows 10 and 11.
22	76	Open Office Word Processing	4	Learn the basics of the free alternative to Microsoft Word, using the Open Office program
23	77	Personal Help	1	Whatever problem you've got with your computer, tablet or smartphone, we can probably help. One on one personal help on any subject including software and hardware.
24	79	Intro to Paint 3D, Windows 10	2	Use the interesting and useful features of Paint 3D which is in the Windows 10 Operating system, create pictures and designs
25	81	Windows 11 Intro	4	Learn how to use the Windows 11 desktop, the mouse, opening and closing windows, the task bar, deleting unwanted items and how to safely shut down your computer.
26	82	Genealogy	4	Learn how to research and record your Family tree.