

Courses available:

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| 1. | Introduction to a PC and Surfing the Web |
| 2. | More advanced internet use incl downloading |
| 3. | Basic Word – writing a letter |
| 4. | More advanced Word – creating a poster |
| 5. | Introduction to the use of Email |
| 6. | Introduction to Excel – Tables and charts |
| 7. | More advanced Excel – Spreadsheets |
| 8. | Basic Publisher – cards and banners |
| 9. | Introduction to basic photoshop – using Picassa |
| 10. | More advanced photoshop – Gimp |
| 11. | Introduction to Facebook |
| 12. | Online Banking and Purchasing |
| 13. | Downloading/managing images |
| 14. | Writing effective CVs and Job Applications |

If you wish to learn any of the above please ask and we will accommodate you. Also please ask about any other skills you may wish to learn.

***Thanks***