



# Newcastle Computer Training



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## New Courses!

### Basic Computing for Job Seekers

This course is designed to take you through the essentials of computing. If you are new to computing or need to upgrade basic skills to re-enter the workforce, this course is for you.

You will learn how to:

- ✓ Find your way around the operating system (Vista / Windows 7)
  - ✓ Create short professional documents.
  - ✓ Develop better techniques for Emailing and the Internet
    - ✓ Produce financial reports and calculations in a Spreadsheet

Duration: 4 x 4 hour sessions

*Prerequisites: little or no previous experience*

### Basic Computing for the Young at Heart

Do you want to send and receive emails? Upload your special photos? Surf the Net? Make video calls to your family and friends? This course takes the mystery out of using a computer.

- ✓ Find your way around the operating system (Vista / Windows 7)
  - ✓ Discover the ins and outs of Emailing and the Internet
    - ✓ Improve your keyboard skills
      - ✓ Develop basic word processing techniques.

Duration: 4 x 3 hour sessions

*Prerequisites: little or no previous experience*

Minimum Class Size: 10