

Preston Reservoir Adult Community Education

Introduction to Computers & Basic Word Processing

*This beginner's course will give you the confidence
to perform basic tasks on a computer*

Held at: 252 Broadway, Reservoir

**Starting: Term 2
Thursday , 7th May 2009
for 8 sessions**

Time: 9:30am to 12:00pm

Cost: \$55 conc. / \$70 full price (exemptions available)

**Location: Broadway
252 Broadway, Reservoir**

COURSE WILL COVER:

- **USING COMPUTER HARDWARE**
- **UNDERSTANDING WINDOWS**
- **USING MS WORD (ENTERING DATA,
FORMATTING, SAVING & FILING**
- **INTRODUCTION TO EXCEL**
- **INTRODUCTION TO INTERNET & EMAIL**

For more information call 9462 6077

For enrolments visit PRACE

**at Merrilands Community Centre
Cnr Asquith & Sturdees Sts, Reservoir**



Preston Reservoir Adult Community Education (PRACE)

