



# Computer and Laptop Workshops

GET THE BEST OUT OF USING YOUR COMPUTER AND LAPTOP

## Topics covered :

### Learn how to use the internet safely and easily

- Use search engines to find jobs, services and places
- Shop online and access services safely

### Social Media and Messaging apps

- use social media & messaging apps to stay in touch with family, friends and social groups

### Saving and managing your files and photos

- Learn about cloud storage and other storage options

### Gmail and Outlook

- Use your email and calendar to manage contacts and groups

### An Introduction to Microsoft office products

- Create a simple letter and resume in Word



NOV 12 TO DEC 17

TUESDAYS

10.00 AM- 3.00PM

[Click here to book](#) or call reception on 5952 1131