

Starting from Scratch

For people who have never used a computer...

You will learn :

- How to use the mouse
- How to use the keyboard
- Basic formatting skills

2 x 2 hour sessions

1.30 pm – 3.30 pm

Tuesdays and Wednesdays

Payment to be made at time of booking.

*2nd & 3rd August
16th & 17th August
30th & 31st August
13th & 14th September
27th & 28th September
25th & 26th October
8th & 9th November*

*Cost \$43.00
Concession \$22.00
(Concession applies to Centrelink card holders only)*

For all enquiries – phone the Burnside Library on 8366 4280.

World Wide Web

You will learn how to locate information on the World Wide Web using:

- Internet Addresses
- Key word searching

YOU MUST have excellent mouse skills.

2 x 2 sessions

1.30 pm – 3.30 pm

Tuesdays and Wednesdays

Payment to be made at time of booking

*9th August & 10th August
23rd August & 24th August
6th September & 7th September
18th October & 19th October
1st November & 2nd November
15th November & 16th November*

*Cost \$43.00
Concession \$22.00
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Email-Using-Yahoo

You will learn how to:

- Compose, send, receive and reply to emails
- Delete your emails
- Create an address book
- Create “groups” using your address book
- Send emails using your address book
- Attach documents
- Create folders

2 x 2 sessions

1.30 pm – 3.30 pm

Tuesdays and Wednesdays

Payment to be made at time of booking

20th September & 21st September

22nd November & 23rd November

*Cost \$43.00
Concession \$22.00
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Facebook

What's it all about?

You will learn-

- All about Facebook
- Why people use Facebook
- Who uses Facebook
- How to join this social networking community
- How to use Facebook

Thursday 8th Sept—10:00 to 1:00

OR

Thursday 3rd Nov - 10:00 to 1:00

*Cost \$20.00
Concession \$10.00*

The “Mobile Phone”

“Be the master”

You will learn

Typical mobile phone-

- Features
- Controls
- Functions
- SMS texting

Friday 19th August 1:00 to 4:00

*Cost \$20.00
Concession \$10.00
(Concession applies to Centrelink card holders only)*

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- Want to find bargains on eBay and do it safely?
- Want to sell some things on eBay but you don't know where to start?
- Learn how to find bargains, discover tips for buying and selling safely
- The tutor has 10 years of experience in buying and selling on eBay

Buying

Monday 19th September
10:00 to 12:00

Cost \$20.00
Concession \$10.00

Selling

Followed by Selling on Ebay

Monday 19th September
1:00 to 3:00

Cost \$20.00
Concession \$10.00

Down loading Digital PhotographsPhotos

You will learn how to

- Download photos into your computer
- Organise your photos
- Burn photos to CD

Please bring cameras & all cables

Thursday 10th November
6:30 to 8:30

Cost \$43.00
Concession \$22.00

Follow this session with PhotoStory!!

PhotoStory

You will learn how to create a stunning visual “video” presentation using your digital photos

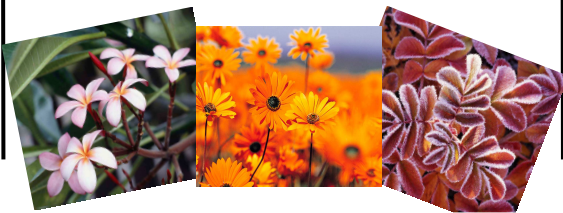
Add

- Titles
- Movement
- Narration
- Music

To your Photo Story

Thursday 17th November 6:30 to 8:30

Cost \$30.00
Concession \$15.00



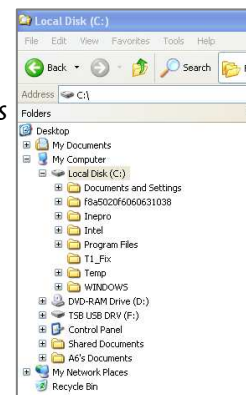
File Management

Can't find your files, documents!

Where did I save that file?

Learn about

- Windows Explorer
- Folders, Directories and Files
- Creating Folders
- Renaming Folders or files
- Deleting folders or files
- Copying files
- Saving files
- Locating files



Tuesday 29th November—1:30 to 3:30
OR
Wednesday 30th November—1:30 to 3:30

Cost \$43.00
Concession \$22.00

Burnside Library's Computer Courses



August 2011—
November 2011

PLEASE NOTE:
Due to high demand for these courses the Library embraces a NO transfer/refund policy.

