

Computer Courses Term 1*

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*Subject to change, for up to date timetable go to leobirch.com



iPad & iPhone Basics			
Mondays (Fortnightly) --1pm to 230pm--	5 Feb	Notes	Use notes to organise your life.
	19 Feb	Safari	Browse the internet like a pro.
	5 Mar	Apps	Find and download useful applications.
	19 Mar	Google Maps	Travel with confidence by car or public transport.
	2 Apr	Google Photos	Learn how to take, access & share photos.
Life Internet Skills			
Tuesdays --10am to 12noon--	6 Feb	Email Attachments	Find out how to attach files and photos to emails.
	13 Feb	Email Folder	Organise your emails.
	20 Feb	Airline Bookings	Search for and book great airfares.
	27 Feb	Hotel Bookings	Plan accommodation for your next trip.
	6 Mar	Google Docs	Learn to use Google's version of Word.
	13 Mar	Microsoft Powerpoint	Create professional and fun slide presentations.
	20 Mar	Microsoft Excel	Use Excel for creating useful budgets and calculations.
	27 Mar	MyGov	Learn how to use this Government portal to access your information.
	3 Apr	Avoiding Digital Fraud & Scams	Come to the Microsoft store in the city and learn to avoid scams.
	10 Apr	Review	Revision of the past 9 weeks.
Introduction to Computers			
Tuesdays --1pm to 230pm--	6 Feb	Desktop & Hardware	Familiarise yourself with the components of a computer.
	13 Feb	Mouse & Keyboard	Have fun learning to use the mouse and keyboard.
	20 Feb	Using a USB Drive	Get the most out of this portable storage device.
	27 Feb	Typing Exercises	Improve your typing skills with these fun exercises.
	6 Mar	NotePad	Use this simple app to practice typing letters and notes.
	13 Mar	Social Media & Popular Apps	Learn how to connect with others on the internet.
	20 Mar	Create an Email Address	You'll learn how to setup a Gmail email address in no time.
	27 Mar	Chrome Web Browser	Surf the web with panache.
	3 Apr	Avoiding Digital Fraud & Scams	Come to the Microsoft store in the city and learn to avoid scams.
	10 Apr	Review	Revision of the past 9 weeks.

city of villages