

## FIRST STEP COMPUTERS

Gain the confidence to use a computer. This step-by-step course covers the very basics of using a computer going right back to an explanation of the hardware (such as the mouse and keyboard) and how to turn the computer on. The course will then cover the basics to show you how to find your way around the computer, open, close, save files.

- Basic features of a computer
- Starting the computer
- Start Menu
- Using the Desktop
- File Navigation
- File Manipulation
- Working with a document
- Introduction to Word
- Introduction to Excel
- Formatting
- Mail Merge
- Printing



**Commencing:** Tuesday 4th October – 29th November  
(No Class on Tuesday 1st November)  
9.30am - 12.00pm  
Thursday 6th October – 24th November  
6.30pm - 9.00pm

**Fees:** Standard: \$70  
Concession: \$60

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**NOTE:** Government subsidised & concession course fees only apply to self funded Individuals who meet citizenship/residency criteria. Individuals who do not meet citizenship/residency criteria & Organisations providing funding (even indirectly) are not eligible for these reduced rates & must pay the FULL FEE.

**Contact us NOW on 9369 2726  
for more information**