

# Introduction to Computers and Windows 10

Upcoming Introduction to Computers course

Sessions: 5 x 3 hour sessions

Dates: 6th, 8th, 13th, 15th & 20th August 2019 Time: 7.00 p.m – 10.00 p.m

Dates: 8th, 10th, 15th and 17th & 22nd October 2019 Time: 3.30 p.m – 6.30 p.m

Dates: 21st, 26th, 28th November & 3rd, 5th December 2019 Time: 3.30 p.m – 6.30 p.m

Price: \$350

Trainer: Jan Hollingsworth

Class maximum is 10 to allow student trainer interaction to be maximized.

USB and workbook supplied.

The course is designed for those who wish to advance their Windows 10 and Microsoft Office Software skills. Topics including starting applications, creating folders, copying, moving files, Microsoft Word and Excel and personalizing Windows 10.

Please email [info@ast.org.au](mailto:info@ast.org.au) or call 5445 9880 for more information.

Access Skills Training

22 McLaren Street, Bendigo VIC 3550