

Booking Form

Full Name.....

Address.....

.....

Postcode.....

Tel No.....

Email.....

Course 1.....

Date.....

Course 2

Date.....

Course 3.....

Date.....

Amount enclosed.....

Where did you see the ad?.....

***Concessions are available for pensioners and those on most means tested benefits. Proof of status is required. Please enquire.**

Please return form to:

Moretonhampstead Learning Centre

The Learning Centre is based in the Bowring Library in Moretonhampstead. We teach small classes of up to 8 learners. There is parking in Court St and Station Rd car parks.

You can find out more about the centre at:

www.moretonhampstead.com

Phone:

Fax:

Email:

www.moretonhampstead.com

Computer Courses at Moretonhampstead Learning Centre

Spring 2008



Moretonhampstead Development Trust, Bowring Library, 2 Fore St Moretonhampstead, TQ13 8LL

Phone: 01647 440855

► Spring Courses

Beginners Computing

A course for complete beginners to learn how to familiarise yourself with your computer starting with the keyboard and moving on to using email and the internet and simple word processing techniques. No experience required. Tutor:

Mons 9.30-11.30am or 1-3pm, 8 wks starting April 21st

Fee: £44.00 (con* £39.60/£22.00)

Intermediate Computing

A course for those with basic knowledge or as a follow on from our Beginners Computing course. Learn more about processes you can use on your PC including creating Word documents, simple uses of Digital Imaging, creating a basic web page, spreadsheets and more.

Tutor:

Tues 1.30-3.30pm, 8 wks starting April 22nd

Fee: £44.00 (con* £39.60/£22.00)

Web Design

Learn how to build and upload your own exciting website. Includes graphics, design and navigation. Basic computer knowledge required. We will use Dreamweaver or NVU software. Be creative! Tutor:

Weds 10am-12pm, 8 wks starting April 23rd

Fee: £44.00 (con* £39.80/£22.00)

Digital Cameras

Make the most of your digital camera. This course will help you understand and use your digital camera. Learn hands on techniques, manipulate images and transfer them from camera to PC, create a web photo gallery, calendars, cards etc. Have fun with your camera.

Tutor:

Weds 7-9pm, 8 wks starting April 23rd

Fee: £44.00 (con* £39.60/£22.00)

Digital Imaging

Learn how to use masks and selections, change backgrounds, add text, cut and paste plus much more. Restore old photos. Bring your own photos on disk to be scanned. It is possible to do Digital Camera course consecutively. Basic computer knowledge required.

Tutor:

Thurs 7-9pm, 8 wks starting April 24th

Fee: £44.00 (con* £39.60/£22.00)

Troubleshooting your PC

Learn how to deal with problems that arise with your PC. This one-day workshop will include viruses, error messages, downloading from the internet, crashing, or various programmes on your PC and more! A very useful day for all levels of knowledge.

Tutor:

One day workshop Sat 1-5pm, March 15th

Fee: £22.00 (con* £19.80/£11.00)

IT Surgery

Tuesday evenings 7-9pm

Do you have IT questions you need answers to?

Would you like some help with a problem on your computer?

Would you like guidance on protecting your PC from viruses and cookies?

Would you like some IT advice and guidance?

.....(tutor) is in the library every Tuesday evening from 7-9pm to help.

Please visit the website on: **www.....com** to find out more and book an appointment or call him on

The service costs just £4 for a session.