Computer Training Class 2010.

Beginners

There is no typing in this class. All exercises are already typed and supplied on a disk, so when you go home you can repeat exactly everything that has been done in class. You will also get a set of class notes which is approx 65 pages bound in book form.

This programme is for a guide only, as a general rule we never move on to new material until everyone is reasonable happy with what we are doing.

If you have any questions you can contact me at any time, my phone number is 087/2243019

Week 1	a) Introduction & Health /Safety b) Hardware & Software c) Buying a Computer d) Desktop & My Computer
Week 2	a) MS Word: Introduction b) Exercise - Eco-Cottage
Week 3	a) MS Word: Roses b) Help
Week 4	a) MS Word: Tables (If time permits) b) Calculator c) Questions
Week 5	a) MS Excel: Introduction b) Stock Numbers
Week 6	a) MS Excel: Vegetables b) Sales Figures c) Find
Week 7	a) MS Excel: Book Numbers b) Books c) Questions

Week 8	a) E-Mail c) Questions
Week 9	a) Internet c) Questions
Week 10	Introduction to Digital Photography Revision & Questions