

Computer Training Services

Please retain this page for future reference

TEST DRIVE A COMPUTER – taste and see

This is a one hour taster session, on a one-to-one basis, for anyone who doesn't have a computer, and would like to try one for the first time. You may feel you need to get on to the information technology ladder but you are not sure if computers are even for you.

In this session you will learn about:

- The capability of computers today
- What E-mail is and how it is used
- What the Internet is all about
- Microsoft Word and how to produce a letter or other document

This session is an introduction to computers and may help you decide what course you would like to do in the future.

Please telephone the IT Activities Manager on 01305 269444 if you want any further advice or information.

Duration of course: One hour session

(Monday pm)

Fee: £6

On receipt of this application you will go on to a waiting list and be informed of your start date in due course.

Computer Training Services

Reg. Charity No. 204974

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Please complete this application form if you wish to apply to attend this course.

Name (in full): Mr/Mrs/Miss

Address:

.....
Postcode..... **Tele:**

Have you have any previous computer experience? Yes/no

If yes, please give details

Do you have a medical condition or disability of which we should be aware?

If so, please specify

For office use only:

Date contacted:

Start date/time:

Tutor: