

Encounter Computer Courses

Encounter Centre offers the public two basic computer training courses.

ENCOUNTER THE COMPUTER includes Word Processing, file management and basic computer skills.

ENCOUNTER THE INTERNET includes finding information on the internet and sending and receiving emails.

The courses are designed for beginners and can be completed as independent units. No pre-requisites are required for either course which means that the courses can be completed in any order or even concurrently.

Encounter the **COMPUTER** 2016

- Computer Fundamentals
 - Basic Computer Skills
 - Word Processing
 - File Management
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Encounter Centre

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Course Delivery

This course is designed for the public and is delivered using in-house computer systems. It offers beginners an introduction to basic computer skills. The course includes short training videos, learning activities, group and individual support. It is broken into 9 x 2 hourly sessions and runs on Tuesday mornings.

The course will be repeated on a termly basis throughout 2016 if there is sufficient interest.

Course Outline

The course focuses on Word Processing using Microsoft Word 2007 and concludes with an important section on File Management. The skills taught provide a platform for launching into additional computer applications.

The course includes:

- The keyboard and mouse skills
- Workstation posture
- Word 2007 interface, cursor and ribbons
- Entering text
- Saving, opening and printing files (documents)
- Formatting text
- Manipulating text - copying, pasting, dragging and dropping text
- Using the spelling checker
- Inserting tables
- Inserting and formatting pictures, shapes
- Adding page borders
- File Management

Dates 2016

- Tuesday 9 February—5 April 2016
10:00 am - 12:00
- Tuesday 3 May—28 June 2016,
10:00 am - 12:00
- Tuesday 26 July—20 Sept 2016,
10:00 am - 12:00
- Tuesday 18 Oct—13 Dec 2016
10:00 am - 12:00

Requirements

Students will need a USB memory stick

Cost

Course cost \$60.00

This foundation skills course is funded through the Government of South Australia's WorkReady initiative.