

# ***Basic Computing for Absolute Beginners***

A five week course to get you started on the computer. Catherine will guide you through the basics of computing. Learn how to manage data – *text, photos and files*. Learn how to access email and use google. Small classes so lots of individual attention.

**Text -** Basic word processing, coming to grips with the keyboard and mouse in MS Word.

**Email -** Basic functions – attachments

**Pictures -** Resizing, inserting, working with pictures for e-mail and creating publications in picture manager and MS Publisher.

**Files -** Creating folders, renaming, deleting and moving files.

**Tutor:** Catherine Fraser

**Dates:** Tuesdays from 3 August to 31 August 2010

**Time:** 5-6.30pm

**Venue:** Room C1 Taupo nui a Tia College (behind Admin Block)

**Fee:** \$40 (subsidised by REAP)

**Numbers:** Maximum 10 - Minimum 6

Register and pay before the course starts with REAP, 73 Titiraupenga Street, Taupo. PH: 378 8109 Office Hours 8.30 to 5pm Mon-Fri. Internet Payments accepted. Email [reception@reap.org.nz](mailto:reception@reap.org.nz)

See also our website for details of all our programmes

[www.reap.org.nz](http://www.reap.org.nz)

