

Timetable of computer classes at Hook Library

March – June 2010

Thur 4/3	10 – 12pm	Use your laptop
Thur 4/3	6.30-8.30pm	Selling on Ebay
Sat 6/3	2 – 4.30pm	It's never too late to learn (4 week course for complete beginners)
Tue 23/3	3 – 5pm	Manage your files & folders
Tue 30/3	3 – 5pm	Email: How to add/open attachments
Thur 15/4	10-12pm	Intro to computers
Tue 20/4	6.30-8.30pm	Intro to Ebay
Sat 24/4	10-12pm	Intro to the Internet
Tue 27/4	3 – 5pm	Intro to Word 2007
Thur 29/4	10-12pm	Creating tables & columns using Word 2007
Tue 4/5	3 – 5pm	Intro to E-mail
Thur 13/5	10-12pm	Intro to Excel
Sat 15/5	1.45-4.15pm	It's never too late to learn (4 week course for complete beginners – ends 5/6)
Tue 25/5	3 – 5pm	Intro to mail merge: creating labels
Sat 5/6	10-12pm	E-mail practice session
Thur 10/6	10-12pm	Use your laptop
Tue 15/6	3 – 5pm	Learn how to search & apply for jobs online
Sat 19/6	10-12pm	How to shop online

Also, a tutor is available and you can practice your skills at the following sessions:

Open Learning every Monday from 10-12pm (general)

Silver Surfers every other Saturday 10-12pm (Internet)

All classes are payable on booking. Our one-off intro classes, Open Learning and Silver Surfers sessions are £1.50. Laptop classes are £3 per session. Intermediate classes are £6. Please enquire regarding charges for our longer courses.

1-to-1 tuition is also available at a cost of £6 per half hour session.

For further details and to book your place on any of these courses, please call in at Hook library or ring (020) 8547 6480 or (020) 8547 6485.