

Timetable of computer classes at Hook Library

November – March 2010

Tue 24/11	3– 4.30pm	Guide to online health services
Tue 1/12	3 – 5pm	Send an electronic Christmas card
Tue 8/12	3 – 5pm	Create a slideshow using PowerPoint
Tue 15/12	10-12pm	Intro to the Internet
Thur 7/1/10	10 – 12pm	Use your laptop
Sat 16/1	2-4.30pm	It's never too late to learn (4 week course for complete beginners)
Tue 19/1	3 – 5pm	Intro to Excel
Thur 21/1	10 – 12pm	Intro to computers (using our laptops)
Thur 28/1	10 – 12pm	Intro to the Internet
Thur 28/1	6.30-8.30pm	Intro to Ebay
Tue 2/2	3 – 5pm	How to shop online
Thur 4/2	10 – 12pm	How to Google
Thur 4/2	6.30 – 8.30pm	Selling on Ebay
Tue 9/2	3 – 5pm	Intro to Word 2007
Thur 11/2	10 – 12pm	Intro to E-mail
Sat 13/2	10 – 12pm	Intro to the Internet
Tue 23/2	3 – 5pm	Manage your files & folders
Thur 25/2	10 – 12pm	E-mail: view and send attachments
Sat 6/3	2 – 4.30pm	It's never too late to learn (4 week course for complete beginners)
Thur 11/3	10 – 12pm	Use your laptop

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 taster classes, Open Learning and Silver Surfers sessions are £1.50. Laptop classes are £3 per session. 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.

www.kingston.gov.uk/libraries