

## COMPUTERS FOR BEGINNERS

- ◆ I don't know how to use a computer.
- ◆ Where did my files go?
- ◆ How do I copy and paste?
- ◆ I Need help with Windows 10!
- ◆ Can I still use Windows 7?

I love starting from the beginning!  
All ages welcome!



## MICROSOFT OFFICE PRODUCTS

- ◆ How do I add flair to a document?
- ◆ How do I make a budget?
- ◆ How can I make a flyer?
- ◆ How do I attach a picture to an email?

From beginner to intermediate.  
Word, Excel, Outlook  
Publisher and PowerPoint



## GROUPS AND ONE-ON-ONES

- ◆ I just want to learn a bit at a time!
- ◆ I don't want anyone else in the lesson!
- ◆ I want to bring a friend with me!
- ◆ I want time to practice between lessons!

I offer one-on-one sessions or small group sessions.



# WEBLINKED



For beginners and occasional computer users of all ages!



For Bookings or more information:

M: 0418 25 36 21 | E: [anita@weblinked.com.au](mailto:anita@weblinked.com.au)

[www.weblinked.com.au](http://www.weblinked.com.au)



*Don't get  
Frustrated,  
Get help!*

I have training programs set up for Microsoft Windows 7 and Microsoft Windows 10.

Our main focus is on getting you ready for work or study by teaching you how to:

- ♦ Create and save documents, find files, download files.
- ♦ Copy and paste, drag and drop.
- ♦ Microsoft office products: Word, Excel, Publisher, PowerPoint.
- ♦ Basic email: sending, receiving and attachments.
- ♦ Resumes and cover letters.
- ♦ Scam awareness.

## WEB DESIGN

I also offer Web Design for not-for-profit organisations, small business or personal sites at reasonable one off yearly cost.

I can teach you how to manage your site or I can manage it for you, Just send me your updates!

