A B C

Absolute Beginners Computing Course

Are you just starting out using a computer or perhaps you never learnt the basics?

Our course is specially designed and run by people who understand the needs of absolute beginners; 6 weekly sessions of 2.5 hours; lots of online learning resources; homework to reinforce course content.

Training courses are for users of Windows PCs running Windows 10.

Only $85 for PCUG/U3A members
$20 surcharge for non-members

Delivered in the fully equipped PCUG Training Room at Holder by a team of Trainers and assistants so that you get personal attention.

Paced to your needs and supported by a wealth of experience.

Bookings with PCUG are essential

Email: training@pcug.org.au

Phone: 1800 728 853 (option 3)

P C Users Group

Users Helping Users

Course for Windows 10 users

Room 35, Level 2A
Grant Cameron Community Centre
27 Mulley Street, Holder ACT 2611

Tel: 1800 728 853 (0ption 3)
Web: http://www.pcug.org.au
Email: training@pcug.org.au

Originally developed as a collaboration between PCUG and U3A trainers

PC Users Group (ACT) Inc

offers this course as a service to the Canberra community for a $20 surcharge which can be credited to PCUG membership

Version: 1 June 2017

We emphasize the basics - ABC

What's different?

A B C

Each session includes revision from the previous session; take-home notes; homework; and online resources so that you can practise your new skills.

Session 1

- Basic functions of your computer

  Getting to know your computer (non-technical) and how you can move around the computer.

- Feature: All about USB sticks/mouses/keyboards

Session 2

- Introducing the Internet and Googling

  Getting to know the basics features of your browser; using links to move around the web; using Google to search for information; evaluating the results of your searches; understanding web addresses

- Feature: Using search engines

Session 3

- Making the most of the Web

  Changing your home page; adding favourite websites to 'Bookmarks'; copying, saving or printing information, pictures etc. from a website to your own computer.

- Feature: How to keep your computer secure.

A B C

Session 4

- Getting going with email

  Composing and sending email messages; receiving and opening them. When to reply and when to forward a message? Finding your way around the Gmail window. Using your contacts for messages.

- Feature: Negotiate Google's "hurdles" to get into your account

Session 5

- Doing more with Gmail

  The advantages of email; copying and pasting information; communicating with several people at once via email; attaching things to your messages; searching your messages; managing your contacts.

- Feature: Discussion of cloud computing and other computing terminology

Session 6:

- Review, revisit, rejoice!

  We take this opportunity to review the essentials of the course, revisit your goals before the course and rejoice that you have started on the way to enjoyable computing!!

- Feature: Where to from here? How PCUG can help you take the next step

- Bonus: How to use the snipping tool to get help with your computing

ABC sessions run from either 9.45am to 12.15pm or 12.45pm to 3.15pm on Tuesdays, Wednesdays or Fridays for 6 weeks to suit participants availability

Check the dates offered at

http://www.pcug.org.au/ calendar

P C Users Group

Room 35, Level 2A
Grant Cameron Community Centre
27 Mulley Street, Holder ACT 2611

Tel: 1800 728 853 (0ption 3)
Web: http://www.pcug.org.au
Email: training@pcug.org.au