

Digital and Technology

Digital Technology allows us to Stay in touch with Friends and Family, keep records of your letters, manage small business, buy online tickets, take pictures, take photographs, read the news. We have a selection of short courses available to help you find out more.

IT—Apple iPhones and iPads

BYO iPad/iPhone. Come along to a small class and learn the basics and best features of your Apple Phone or Tablet (iPhone or iPad). Understand the buttons and apps

Day	Time	Term 4	Cost
Tuesday	10:30am-12:30pm	19 Nov -10 Dec-4 wks	\$71pp

IT-Laptops (Windows 7, 8 and 10)

BYO Laptop

Day	Time	Term 4	T4 Cost	Notes
Tuesday	10:30am-12:30pm	8 Oct - 12 Nov-5 wks	\$89pp	No class 5 Nov- Cup Day

IT-Android Tablets and Phone

BYO Tablet/Phone. Come along to a small class and learn the basics and best features of your Android. Understand the buttons and apps. BYO android phone or tablet. E.g.: Samsung, Oppo, HTC, Huawei.

Day	Time	Term 3 (T3)	T3 Cost
Tuesday	10:30am-12:30pm	30 Jul - 27 Aug- 5wks	\$89pp

IT—MS Word Training

BYO device, installed with a licensed version of Microsoft Word.

Microsoft Word or MS-WORD (often called *Word*) is a Graphical [word processing](#) program that users can type with. It is made by the [computer company Microsoft](#). Its purpose is to allow users to type and save [documents](#). Similar to other word processors, it has helpful tools to make documents. [Spelling](#) & [grammar](#) checker, word count (this also counts letters and lines), Inserts pictures , tables and graphs in documents.

Day	Time	Term 3 (T3)	T3 Cost
Tuesday	7pm-9pm	3,10 and 17 Sept	\$70pp

IT - MS Excel Training

BYO device, installed with a licensed version of Microsoft Excel.

Microsoft Excel is a [spreadsheet](#) developed by [Microsoft](#) for [Windows](#), [macOS](#), [Android](#) and [iOS](#).

Build great charts. **Excel** allows business users to unlock the potential of their data, by using formulas across a grid of cells.

Help identify trends in data and is great for managing small business or personal data

Bring data together

Day	Time	Term 4 (T4)	T4 Cost
Tuesday	7pm-9pm	8,15 and 22 Oct	\$70pp

When booking into a Technology class, please contact the office 9873 4587 to have a quick assessment of your requirements to ensure we cater for your needs.