

## Introduction To Computers

### Evening Training 6:30pm-9:00pm

<b>Date</b>	Tuesday 10 <sup>th</sup> January 2017
<b>Venue:</b>	Galway Peoples Resource Centre St Clares Walk Merchants Rd



This training course is designed for YOU!

- Training is free to Mandate Members.
- Places are limited.
- Courses are also open to Mandate Members who are currently unemployed.
- Venue: In a location near your workplace.

#### **WHAT YOU WILL LEARN:**

- Use Windows Explorer.
- Open, edit, and print a document.
- Create, open, close and save a worksheet.
- Enter, edit and sort data.
- Insert and delete rows and columns in a worksheet.
- Enter formulae.
- Send and Receive e-mail messages.
- Reply to / forward an e-mail.
- Move / delete a message.
- Access a web page.
- Use search engine tools (Google).

**Please contact Mandate Training Centre 01-8369699 or email [mandateotc@mandate.ie](mailto:mandateotc@mandate.ie) by Tuesday 3<sup>rd</sup> January 2017 to secure your place.**