



# Is the computer a mystery to you?

Want to feel confident on the computer?  
Is it just too hard to understand?  
Want to gain a new skill?



## Basic Computer Skills for Beginners

is a program for the absolute beginner  
*Government Funding is Available for Permanent Residents*

### Day

**Monday:** 9:30 pm - 12:30pm

**Monday:** 1:00 pm - 4:00pm

**Tuesday:** 1:00pm - 4:00pm

**Wednesday:** 9:30am - 12:30pm

### Evenings

**Tuesday:** 5:30 pm - 8:30pm

**Wednesday:** 5:30 pm - 8:30pm

### Weekends

**Saturday:** 9:30am - 12:30pm

The group aims to:

- Provide a supportive environment to learn how to use a computer
- Feel comfortable with the mouse and be able to turn the computer on and off
- Play games on the computer
- Develop some keyboarding skills using ten fingers
- Help you feel more in control and show someone else how to do something
- Type up simple documents, save and print them
- Discover the internet, learn how to search it
- Send and receive emails

**Where: Dandenong Neighbourhood House  
34 King Street, Dandenong 3175**

***Enquiries & Enrolment (essential):***

**Ring – 9792 5298 to book your place**