



Do you know the basics and to know want more?

Do you feel confident and are ready to explore?
What more can I learn?
Do you need to use the computer for work?



Beyond Basic Computer Skills

is a the next step program after the basics
Government Funding is Available for Permanent Residents

Day

Tuesday: 9:30am - 12:30pm

Wednesday: 1:00pm - 4:00pm

Evenings

Thursday: 5:30 pm - 8:30pm

The group aims to:

- Explore what you can do on the computer
- Develop basic knowledge of Microsoft Office software
- Explore Excel and create simple spreadsheets using formulas to do calculations
- Social Media
- Creating workplace documents
- More advanced use of the internet and searching
- Send and receive emails with attachments

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

Enquiries & Enrolment (essential):

Ring – 9792 5298 to book your place