Centacare

Basic Internet, Email, Word Processing & Spreadsheets

Learn how to use email and online services safely, including Centrelink, Seek, CareerOne, banking and so on. Learn the basics of Word and Excel which can be applied in the workplace or for personal use.

Fridays: 1.00pm – 3.00pm
Cost: $20 per term (10 sessions)

Learn how to use the Internet & email safely
- *using web browser (e.g. Internet Explorer)*
- *using Google and Gmail*
- *Using Microsoft Office, including Word and Excel*

Accredited Unit FSKDIG02 - Use Digital technology for simple work place tasks, from FSK10213 – Certificate 1 in Skills for Vocational Pathways.

Wandana Community Centre
14 Blacks Road Gilles Plains

Bookings essential
Phone: 8261 8124 or email: wandanacc@centacare.org.au

NATIONALLY RECOGNISED TRAINING
RTO 1004

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