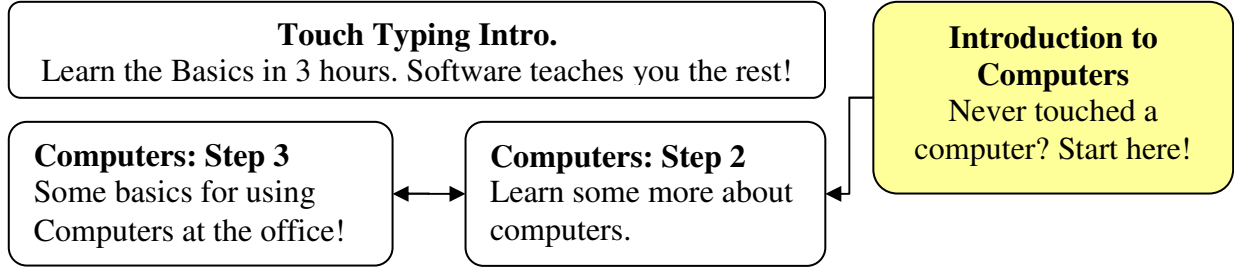


Course Map!

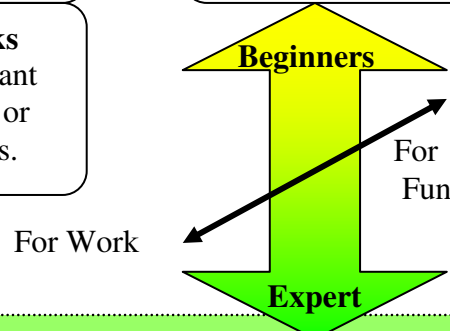
These courses can be provided one-on-one or in groups!
Rates are \$50 per hour. Laptops for up to five people are available. (One on one courses usually take half the time.)



Make Greeting Cards Make cards from photos and ClipArt.	Desktop Publishing Flyers, Newsletters, Business Cards...
Creating Mailouts Use Microsoft Word to do envelopes, etc.	Tips and Tricks Become an instant expert in Word or Excel in 3 hours.

Internet to Telephone calls. Very cheap calls – 3c a min or less!	3 Weeks on the Internet Do everything you can on the 'net!
Buy and Sell on eBay! Learn the safe ways to buy and sell!	

Digital Cameras How to get photos from your camera – basic enhancement.	Using a Scanner How to use a scanner for photos and text.
Put your Records and Cassettes onto CD. Also learn how to make and download MP3s.	Photoshop Elements Fix torn photos, enhance, change, layers, collage, panorama.



Microsoft Access Create Relational Databases.	Microsoft Excel Work with Numbers.	Microsoft Word Create documents, Mail Merge, Page Layout & More...	Microsoft PowerPoint Create Presentations to show on the big screen.	Email & The Internet Send Emails, get around on the Internet.	File Management Storing files in folders, copying, etc.	Computer Theory
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These courses can be customised to suit your needs, or completely new courses can be offered depending on your requirements