

# Get I.T. Savvy



## What?

A 3 day computer skills course for beginners (10am – 4pm)



## Where?

Various locations across Greenwich, including Woolwich, Eltham, Charlton and Plumstead.



## Who?

Accessible and fully funded for any Greenwich resident, aged 19+



## Why?

To equip learners to gain basic IT Skills for Life and Work

## The Course will include practical sessions on:

- How to find your way around a computer and confidently use a Mouse
- Skills to search and use the internet for everyday life
- Setting up your own email account and sending emails with attachments
- Creating documents in Microsoft Word
- Setting up and using Universal Job Match
- Understanding on-line safety and security settings
- How to get online on your Smart Phone and download APPS
- And much much more!

***This course will be running monthly across the Borough***



In Conjunction With



Please call GSS UK Ltd on 0333 242 3365  
or Text / WhatsApp us on 07921 036 927  
or email [training@globalsolutionservices.co.uk](mailto:training@globalsolutionservices.co.uk)  
for further information or to book