

# Get I.T. Savvy



## What?

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



## Where?

Chaucer Centre,  
Canterbury Road,  
Morden, SM4 6PX



## When?

Call us now for our next available date to join



## 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***

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or Text / WhatsApp us on 07710 025 085  
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