



Computing and Online Basics

10 hour course in Rothesay (Bute)

- Introduction to computer, keyboard and mouse;
- Understanding what you see on the screen;
- How to write and print letters and documents;
- Getting online safely and searching websites;
- Sending emails and reading replies.

This course will involve 5 evening sessions:

**23rd, 30th October 5.30pm – 7.30pm and
6th, 3rd, 20th November 5.30pm – 7.30pm**

Cost – fully funded

To book a place please contact: MARTA CHABA

Regional Learning and Development Organiser

UNISON 53 Shore Street Inverness IV1 1NF

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Direct dial: 01463 723968 Mobile: 07950889765

This course is open to all staff (including non members).
Places will be allocated on “First come, first served” basis.