



Basic Computers & Beyond

Computers for beginners.

Learn how computers work and gain confidence using them. No prior experience necessary.



A course to develop your skills in:

- Microsoft applications including Word, Excel, and Powerpoint
- · File management to save and store documents
- Basic shortcuts to save, cut, paste, and copy information
- · Using email and the internet

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We enrich our community by providing opportunities to connect, participate and learn

Length: 22 hours - 9 weeks

Eligibility: Visit the website for details.

For dates, times, costs and prerequisites refer to the BNC Course Timetable.

Discover Learn Local

We provide education and training programs designed to meet your learning needs. As a registered Learn Local we help you return to study, become work ready, improve your skills or learn something new.

Find us at the Ballarat South Community Hub

11 Tuppen Drive, Sebastopol

