

# Learn Computer Skills

Learn basic keyboarding skills, Microsoft programmes, internet and email. Ideal beginner-level training or upskill.



0800 2 Wintec (0800 294 6832)

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[www.wintec.ac.nz](http://www.wintec.ac.nz)



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WAIKATO INSTITUTE OF TECHNOLOGY



## Basic Computing

**Duration:** Varies

**Location:** Various campuses

**Applications close:** On-going

**Starts:** See below

**Fee:** Free

Learn the basics of computing at your own pace. These courses are a fantastic way to gain an introduction to computer programmes or improve your existing skills. You will have the assistance of a facilitator at tutored sessions.

### Keyboarding

Allows students to become familiar with keyboard use. While increasing typing speed, students will also learn to avoid overuse injuries.

### Word

This allows you to create, edit, format and print documents like letters, memos and CV's.

### Excel

Replaces pen, paper and calculator allowing you to work easily with numbers on a spreadsheet.

### Publisher

Desktop publishing programs allow publications to be designed for both printing and web. Text and graphics are combined to produce professional documents used in the world of advertising and publishing.

### PowerPoint

A PowerPoint presentation is made up of a series of slides. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides. In addition to slides, you can print audience hand-outs, outlines, and speaker's notes.

### Internet and Email

The internet is a worldwide computer network that provides information on a lot of subjects and enables users to exchange messages, one way is Email - operating across the internet or computer networks, it is the cheapest form of communication when compared to telephone calls, and you don't need to worry about timezones. It costs no more to send an email across the world than to

your neighbour. Letters, music, pictures and reports etc can be sent as attachments.

**Contact your nearest Wintec campus for more information or to enrol.**

### Otorohanga

Monday: 1:30pm–4:30pm

Wednesday: 4:00pm–7:00pm

### Te Kuiti

Tuesday 8.30am–2.30pm

Thursday 9.00am–2.30pm

### Thames

Monday, Tuesday, Wednesday  
10.30am – 2.30pm

### Waihi

Monday, Tuesday, Wednesday  
and Friday 9.00am – 12.00pm

### Ngaruawahia

Wednesdays 3:30–7:30pm  
starting Feb 22nd  
Location: B8/B9  
Ngaruawahia High School  
Kent Street, Ngaruawahia

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