

**Proposed Timetable for Term 4 starting Monday 10th October ending Friday 2nd December**

Course	Mon	Tues	Wed	Thur	Fri	Tutor	Room
Beginners on XP	10am-11					Christina	2
Beginners on XP				12:45-1:45		Gloria	2
Beginners on XP				2pm - 3pm		Gloria	2
Beginners on XP					1pm-2	Elisabeth	Library
Windows on 07 2hours X4 X 4 weeks		9am-11				Harold	1
Windows on 07				10 -11am		Karen	1
Windows 07 starting week 5			10am -12			Peter	2
Word 2003	commencing Week 5			10am-11		John B	2
Word 2007	11.15-12.15					Tony S	1
Word 2007 2 hours X 4weeks		11-1pm				Harold	1
Internet /Email	11:15-12:15					Christina	2
Internet /Email Stage 1		10-11am				Tony H	2
Internet/Email Stage 1		11.15-12.15				Tony H	2
Internet/Email Stage 1				11;15-12-15		Karen	1
Internet /Email stage 2			1-2pm			Elisabeth	1
Internet /EmailStage 2			2.15-3.15			Elisabeth	1
Internet/email					10:15-11:15		Library
Internet/email stage 2					11:45-12:45		Library
Excel 2007	10-11 am					Tony S	1
Excel 2003 stages 1-4	commencing Week 5			10 -11am		John B	2
Greeting Cards				1pm-2pm	10am-11	Nannette	1
MS Publisher 03					11.15-12.15	Nannette	1
Music CD production				2.15 -3.15		Nannette	1
Family History	2hours X4		10am-12			Peter	2

**Speciality Classes and Workshops run by Tony each Wednesday 10am -12noon**

**Please register your interest in any of the following classes Dates to be advised.**

Compals reserves the right to cancel any class in insufficient persons apply.

<b>Google Picasa</b>	4 hours over two weeks	Show how to get photos from camera					A
		Show how to download					
		show how to install					
		show how to use Picasa					
<b>DownloadingPrograms</b>		How to download and install programs					B
	2 hours	Several different programs are used for practise.					
<b>Facebook</b>	2 hours	How to use this program safely with emphasis on security					C
<b>Skype</b>	4 hours over 2 weeks .	how to download ,install ,make calls					D
<b>E Bay</b>	2 hours	How to set up an account, how to buy and sell					E
		How to place an advertisement					
<b>Photostory</b>	2 hours	How to use this program to make slideshows					F
		Adding music and voiceovers					
<b>Windows Explorer</b>	2 hours	How to copy,delete, move files					G
		How to copy, delete, move folders					
		How to find files and folders					