

IT EDUCATION



INTERNET & PCs

Introduction to PCs (101)	£55.00
Introduction to the Internet (102)	£30.00

EMAIL

Introduction to E-Mail (103), (incl. 201-207)	£45.00
- Free Stable E-mail	
- Set up, Sign in/Out	
- Send & Receive E-mail	
- Saving & Drafting E-mails	
- Reply, forward	
- Auto Signatures	
- Print E-mail	
- Attachment	
- Advanced E-mail Features	
- Organise E-mails	
- Address Book	
- Spam Filter	

MESSENGER COURSE

Setup Free Messenger Account + Training (set up, sign in/out, create, send & read messages, audio voice calls, webcam) (401)	£15.00
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NOTE: All education services need to be booked in advance