

About

- I teach computing for the terrified.
 - PC awareness
 - Internet and eMail
- I provide quality training for a wide range of applications:
 - Microsoft Office 2007/10; Outlook, Word, Excel & PowerPoint
 - Mozilla Thunderbird
 - LibreOffice; Writer, Calc & Impress
- Courses for individuals or for small groups of up to 3 participants
- PCs available in my classroom.
- Individual tuition on your own PC or Laptop in your own home.
- Courses are tailored to the individual's requirements.
- I cater for beginners, refreshers and advanced level of PC-knowledge.

If you would like to know more about what PC-How2 can do for you, your relatives, friends or acquaintances or would like book a "taster" session please contact me: info@pc-how2.co.uk



My aim is to provide you with some computer awareness! I will teach you how to use a PC and how to "tame the beast", so you need not be afraid of using a PC and you will become excited by its potential. I can come to you and teach you on your own PC or you can come to me and use one of mine. I teach



individuals or small groups of maximum 3 persons.

HELP

ACCESS
EXCEL
WORD
PUBLISHER
EXPLORER
WINDOWS
OUTLOOK

IT Basics
Microsoft Word
Microsoft Excel
Internet Explorer & Google
E-Mail & Outlook Express
Microsoft Publisher
Microsoft PowerPoint
Microsoft Access
Online Shopping & eBay

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