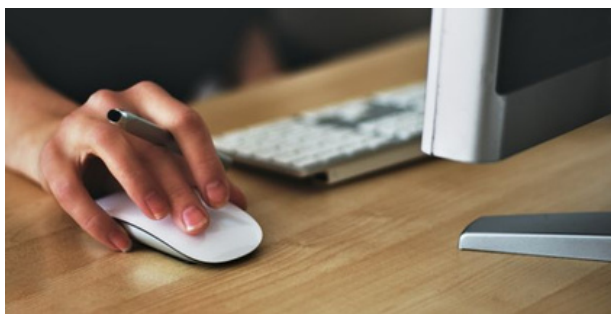




# Basic Computers & Beyond

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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[www.ballaratnc.org.au](http://www.ballaratnc.org.au)



Skills for study  
work and life

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

**Length:** 20 hours - 8 weeks

**Eligibility:** Visit the website for details.

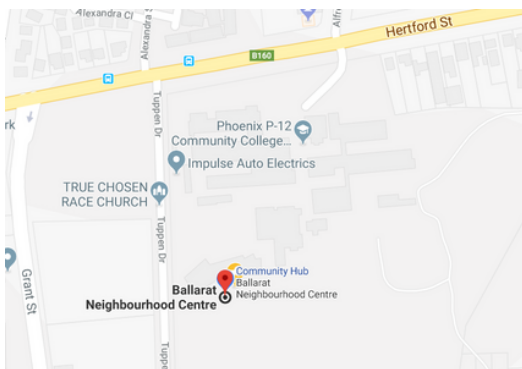
**For dates, times, costs and prerequisites refer to the BNC Course Timetable.**

## 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



**Ballarat Neighbourhood Centre**  
**PO Box 540W, Ballarat. 3350**