

Weaver Computer Services
15c Beam Street
Nantwich, CW5 5NA

PC Centre Nantwich Training sessions.

A while ago we sent out a questionnaire to all the pupils at Millfield's school and to customers of the PC Centre Nantwich regarding training sessions that we will be holding soon.

We have now collated the information and we are now preparing for the training sessions. We need to decide on what day and time is suitable, and who still wants to attend.

From the questionnaires the following 2 days got the most votes –

Wednesday
Friday

And the following 2 times were the most popular

Starting at 18:30
Starting at 19:00

Therefore can you please fill in this form and return it to either Millfield's school, care of Mrs Gill or to the PC Centre Nantwich, (opposite Motorworld, under the Arch) as soon as possible (**closing date 13th March 2009**).

As soon as we have the majority of the forms in we will decide which day and time to arrange the training sessions on and further information will be sent.

We plan to run the course every week at Millfield's School except during school holidays, the cost of each session will be **£5 each per session per person**.

We will be arranging the use of computers during the sessions, however if you have your own laptop then please feel free to bring this along with you.

Due to the space and computer requirements needed there is limited space within the sessions, therefore we will be taking block booking of sessions to ensure you don't miss out. The block bookings will be in blocks of 5 consecutive sessions.

The training structure will be fairly open from week to week and will go at the pace of the students, if you have any ideas of what you would like to cover during the course then please feel free to add these to the form or during the sessions.

The first couple of sessions will include-

- Introductions to students
- Introduction to computers, printers etc. A little understanding of what they do and how they do it.
- Basic keyboard and mouse skills – you may learn something new
- Introduction to Windows XP, Windows Vista and beyond – yes there is life after Vista !
- Programs you may have or may require
- The internet

We will then proceed with a variety of courses including

- The internet – what is it and why do we need it
- Internet and PC security – what to do and not to do, also how to protect your children
- Internet web sites – How to shop, download legal music, research etc
- Social networking – this includes pages such as facebook, MSN etc including webcam and microphones.
- Office / Word processing – How to start, how to format, and more basics to create letters, reports and CV's.
- Spreadsheets – How do they work, who uses them and what for
- Plus more

As the course progresses we add more sessions and uses for computers including

- Photographs – scanning, editing changing
- Advanced word processing skills
- Digitizing videos onto the computer
- Creating your own videos for the internet – i.e YouTube

Pupil Name –

[_____]

Parent / Guardian name –

[_____]

Contact Telephone

[_____]

Email Address

[_____]

Please Circle which day is the best for you –

[Wednesday] [Friday]

Please Circle which time is best for you –

[Starting from 18:30 (6:30pm)]

[Starting from 19:00 (7pm)]

If your chosen day is not selected are you still able to attend?

[YES] [NO]

If your chosen time is not selected are you still able to attend?

[YES] [NO]

If you attend will you be bringing your own laptop?

[YES] [NO]

If you are bringing your own laptop please circle all that apply –

Does it have [Windows XP] or [Windows Vista] ?

Do you have an office product? If so which one ?

[None]

[Microsoft Office 97]

[Microsoft Office 2000]

[Microsoft Office 2003]

[Microsoft Office 2007]

[Ability office]

[Other] – Please specify [_____]

