



Computer Training

Basics Courses

These courses provide the basic everyday skills required to operate a computer. They are delivered together as a whole day course but can be split up into individual courses based on your needs.

Computer Basics

- Selecting a device
- Windows & icons
- Mouse basics
- Keyboard basics
- How to sit at your computer
- Parts of a computer
- Backing up
- Computer hardware in plain English
- Computer software in plain English

Email Basics

- What is email?
- Sending and receiving email
- Advanced email
- Online accounts
- Selecting a username
- What is a secure password?

Internet Basics

- What is the Internet?
- What can I do on the internet?
- What is a browser?
- What is the browser address bar?
- What are links?
- The world wide web in plain English
- Browser navigation
- Plans and costs

Online Safety

- Basic cyber safety
- Computer viruses and threats
- Moderation
- Netiquette
- Protect your reputation online
- Secure websites
- Selecting a username
- What are Phishing scams?
- What is a secure password?

Courses are priced at \$150 inc GST per person for the full day course, split course prices are available on request.

Full day courses are run between 9am and 3pm with light refreshments available.

Bookings are essential. Call or visit our office for further details.

Phone: 08 8723 6337

Email: hello@di-monty.com.au

110A Penola Road
Mount Gambier



Computer Training

Software Courses

We provide a selection of Microsoft Office based software courses suitable for all levels from beginner to advanced covering Word, Excel, PowerPoint, Publisher and Access

1 day courses

Cost

	Classroom	One-on-One
Introduction to Microsoft Word	\$195	\$99 / hour
Introduction to Microsoft Excel	\$195	\$99 / hour
Intermediate Microsoft Word	\$195	\$99 / hour
Intermediate Microsoft Excel	\$195	\$99 / hour
Advanced Microsoft Excel	\$295	\$99 / hour
Intro to Microsoft Outlook	\$195	\$99 / hour
Introduction to Databases (Access)	\$295	\$99 / hour

All prices quoted include 10% GST.

Full day courses are run between 9am and 5pm with light refreshments available.

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