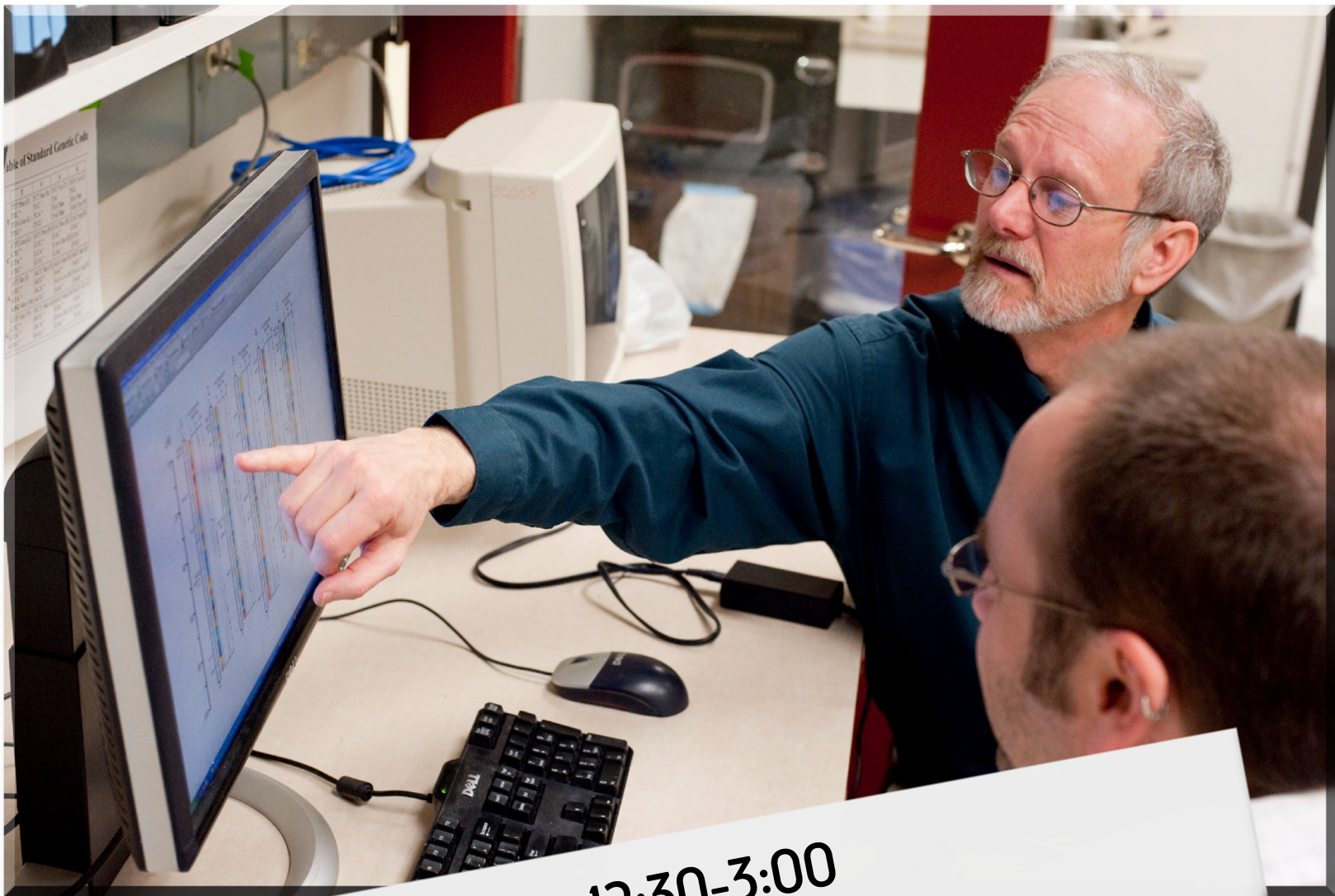# Everyday Computing

Learn About:

- Know the importance of Health and Safety whilst using a computer
- Use the keyboard and mouse (different types)
- Create a Word document
- Cut, copy and paste in a Word document
- Edit a Word document
- Create a letter
- Explore UJM and other websites
- Create an email message
- Send an email message with an attachment (eg CV)

Wednesday 12:30-3:00
1st March to 22nd March
Contact Easterside Hub Tel: 01642 278444

In partnership with

Middlesbrough Community Learning