

IT Course - Sleaford Organise your Computer Desktop, Files and Folders



INTRODUCTION

This 3 hour tutor-led workshop will provide an introduction to getting your computer desktop organised, and will show you how to manage your files and folders using Windows XP.

WHAT WILL I DO?

- Learn how to change your desktop background
- Learn to change a screensaver
- Learn about Powersaving settings
- Organise your computer files efficiently
 - ~ Create a folder
 - ~ Move, copy and delete files
 - ~ Retrieve files from the Recycle Bin

HOW LONG WILL IT TAKE

The sessions runs on Wednesdays from 2pm - 5pm. You cabn enrol on this course at various times throughout the year.

ENTRY QUALIFICATIONS

You will need to have basic computer skills such as using a mouse and keyboard.

FEES

£7.50.

Concessions may be available in some circumstances. Please ask for details.

HOW TO APPLY

Please contact the Sleaford Learning Centre for more details.

Boston College - Sleaford Learning Centre

3rd Floor The Hub

Navigation Wharf

Carre Street

Sleaford

NG34 7TW

Telephone: 01529 415 195

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.