



General Computing

Learn how to create folders, search for documents; create shortcuts on the taskbar and desktop; browser basics including bookmarking a website, adjusting display settings, clear browsing data, view search history and downloads. Participants will also be shown how to set up a Gmail account and manage email effectively. By the end of this workshop you will be able to manage documents and files as well as browse the Internet effectively.

Please bring a laptop and a USB to this workshop.

Presenter: Kate Quane – ESASA Policy Officer

Venue: Conference Room
School of Languages
255 Torrens Rd, West Croydon, SA 5008

Date: **Wednesday 16th August 2017**

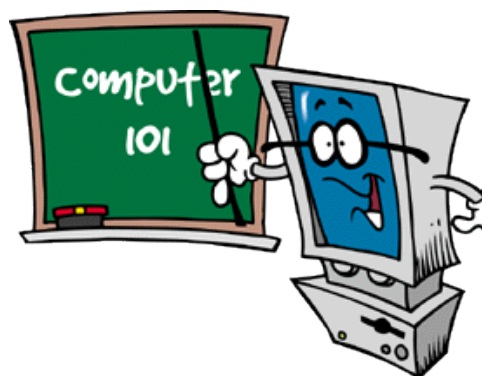
Time: 6.00 - 8.00 pm

Cost \$11.00 Current teacher or volunteer in an Ethnic school
\$33.00 General Public

Payable to: The Ethnic Schools Association of SA Inc.

Please register by Wednesday 9th August 2017 to:

The Ethnic Schools Association of SA Inc.
255 Torrens Road, West Croydon SA 5008
Tel: 8301 4814
Fax: 8346 1620
Email: DECD.ESA@sa.gov.au
Enquiries to Ngan Nguyen



Please look overleaf for registration and payment methods

Registration:

I will attend the **General Computing workshop** on Wednesday 16th August 2017:

Name:

School:

Contact phone:

E-mail:

Cost \$11.00 (incl. GST) Current teacher or volunteer in an Ethnic school
\$33.00 (incl. GST) General Public

Payment methods - please tick one method

- **Cheque**
Please make cheque payable to "Ethnic Schools Association of SA Inc"

- **Direct Bank Transfer**
BSB: 633-000 (Bendigo Bank)
Account Number: 153 805 627
Account Name: Ethnic Schools Association of SA Inc
Reference: *your name*

- **Credit Card**

Mastercard Visa

Name on Card:

Expiry Date:

Card Number:

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Signature:

- **By Invoice Issued To Your School**

Please provide name of Principal or Contact person who has authorised for your registration to be invoiced direct to the school for payment:

Name:

- *Receipts will only be issued on request*
- *Refunds will only be provided if the course is cancelled*
- *The Ethnic Schools Association Inc manages information collected within Privacy Act guidelines*