



Central Otago REAP Inc.
Membership Application Form
1 January - 31 December 2010

I wish to become a member of Central Otago REAP.

Name:

Contact person (if group):

Address:

Email:

Please find enclosed Annual Subscription of:

- \$10 (Individuals, Playgroups, Kohanga)
- \$10 (Non Profit organisations)
- \$20 (Kindergartens)
- \$30 (Schools/Businesses)

Membership of Central Otago REAP gives our community members the opportunity to vote at the AGM or stand for the Board

Information including newsletters will also be forwarded to you throughout the year keeping you updated on REAP activities.

Please return to:
*Administration Secretary,
CO REAP, 17A Brandon Street, Alexandra.*

Check out our website for information on courses coming up

www.coreap.org.nz

Learners are encouraged to provide any information that will meet their learning needs, for example a disability, literacy issue or cultural issue.

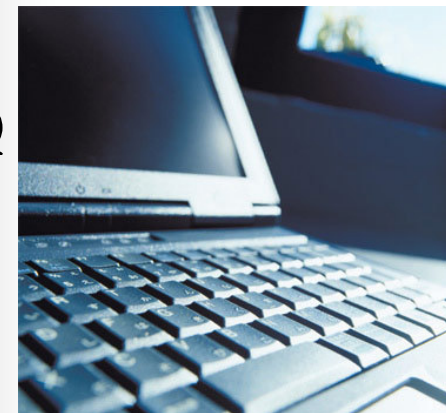
A qualified Career Coordinator at Central Otago REAP will be happy to help you with your plans for future employment and/or career path.

The office staff at Central Otago REAP will answer queries and provide access to a variety of community services.

Central Otago REAP, 17A Brandon Street, Alexandra
Ph: (03)448-6115, Fax: (03) 448-6345, Email:
admin@coreap.org.nz, Freephone: 0800 267 327



Computing For Absolute Beginners



Tuesdays
Starting 6 July

with
Gavin Dann

Central Otago REAP



This is a TEC funded programme

Venue: Central Otago REAP
17A Brandon Street
Alexandra

Tutor: Gavin Dann

Cost: \$50

Date: **Tuesdays**
6, 13, 20, 27 July & 3 August

Time: 7.00 - 9.00pm

This course is designed for the absolute beginner who would like to become familiar with the computer and gain confidence to be able to email, use the internet for information as well as communication. The course will also introduce you to Microsoft WORD, PUBLISHER and EXCEL giving you the basic knowledge to expand on.

COURSE OUTLINE

Session 1: Introducing the Computer and Internet

- Understanding the terminology and Windows 7
- Introducing the Internet, privacy and safety issues
- Using a search engine, browsing pages
- Shopping, banking, vehicle registration, airline tickets, post rates
- Plane, train & bus timetables, viewing remote live data

Session 2: Using Email and Social Networking Sites

- Introducing Windows Live mail, creating a web mail account, sending & receiving emails. Attaching photos or files to emails
- Using Skype, chat programs, Twitter and Facebook to communicate with others

Session 3: Introducing Microsoft WORD

- Using the Office Ribbon, creating a new file, keying in text, creating folders and saving your work
- Creating a simple display sheet using text, borders, photos and clipart
- Using bullet points, cutting, copying and pasting text
- Using tables to organize information

Session 4: Introducing Microsoft PUBLISHER

- Use techniques learned in session 3 to create and print a personalized greeting card or business cards

Session 5: Introducing Microsoft EXCEL

- Input data to an EXCEL spreadsheet
- Organise that data using the Ribbon and functions such as formulae
- Graph data

Learning Outcomes:

At the conclusion of this course you will have had the opportunity to gain knowledge and skills to assist you to:

- Get to know the computer and internet
- Use email and social networking
- Produce documents which include photos and clipart
- Produce greeting cards and business cards
- Store and update information on a spreadsheet

About the Tutor:

Gavin Dann

Gavin was a secondary school science and biology teacher before retiring. He has been a computing tutor at Central Otago REAP since 2002 when he began running courses for absolute beginners. Gavin relates well to people new to computing who are struggling to find their way. He will open up new opportunities for you and help you to discover a whole new world.

REGISTRATION FORM

Computing for Absolute Beginners

Name:

Address:

Phone:

Email.....

Ethnicity.....

Age Group: 20-29, 30-39, 40-49, 50-59, 60-69, 70+

Dates: **Tuesdays**
6, 13, 20, 27 July & 3 August

Tutor: Gavin Dann

Fee: \$50

Full payment is required with registration. This will confirm your place in the course.

Please make cheques payable to Central Otago REAP and forward to Central Otago REAP, 17A Brandon Street, Alexandra 9320

OR

Payment can be made by direct credit to:

020916 0010890-00

(Please add your name as a reference)

CANCELLATION PROCEDURES

At least 3 days notice of cancellation is required for a refund.

For further information please contact:
Central Otago REAP, 17A Brandon Street,
Alexandra.
Phone: 03-448-6115, Fax 03-448-6345.

www.coreap.org.nz
Freephone: 0800 COREAP (267 327)