



## INTRODUCTORY COMPUTER SKILLS COURSE

This **FREE** course for women is designed for either the absolute beginner or someone who want to brush up on their skills.

### Topics will include:

- Finding your way around a computer
- Getting to grips with "Windows"
- Introduction to Word Processing
- File Management
- Introduction to Spreadsheets
- Introduction to Databases

**FREE** crèche facilities are available with this course and travel expenses can be reimbursed. This course is run during school hours and in school term time.

To register for a place on this course or any other course run by Women & Work, please call into one of our Advice and Guidance Drop In centres at the following times and locations:

**Mondays:** 9.30am – 12noon  
Acorn House, 365 Midsummer Boulevard  
Central Milton Keynes.  
MK9 3HP

**Thursdays:** 9.30am – 12noon  
Living Archive, The Old Bath House,  
Wolverton.  
Milton Keynes

For general enquires please call between 9am and 4pm on 01908 200186 or 01908 200676. Fax: 01908 236872 email: [info@womenandwork.co.uk](mailto:info@womenandwork.co.uk)

