

Personal Computer Training and Technical Support

Expression of Interest Date..... 2017

Last Name: First Name:

Address:

..... Postcode:

Organisation (if relevant):

.....

Email:

Phone: Home: Mob:

What are you interested in learning / problem solving?

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Times Preferred:

Days Preferred:

Study Requirements: (please circle)

Intensive session (5 hours) or weekly session (min. hour)

Would you like to study (please circle)

PMNC Computer Lab elsewhere:

*Note: You must have your own PC, relevant software and internet connection. Otherwise you can use a computer in our lab if it is available (for an additional fee).

Please note: if you would like to be matched with other students in a small group, we will endeavour to find other students with similar interests and time preferences, but can make no guarantee.

If we do find a suitable trainer and technical support/ or students we will contact you to see if you are still interested. You will need to book and pay for your training in advance.

PERSONAL COMPUTER TRAINING AND TECHNICAL SUPPORT

Training and Tuition: Topics include introduction to computers, email and internet, Word and Excel, web design digital photography, Powerpoint, Outlook and more.

Technical Support: System set up, maintenance, problem solving, installing hardware and software, anti-virus and malware, debugging.

Project Assistance: We look at report production and formatting, database development, custom business templates.

We can design training at a time and place to suit your needs. We have a fully equipped computer lab. You can bring your laptop to us, or we can come to you.



Please complete and return the form overleaf

*Students must book and pay in advance. Private technical support customers must provide payment in full on the day of service (Reception). Organisations must provide a letter to offer after an estimate is provided.

**DATE & TIME
STARTS
COST**

**Bookings Essential
Various
\$50 per hour
Min 1 hour booking**