

**Adult Community Learning**  
**With Little Tewkes Childrens Centre**

# **Introduction to Computers**

## **(Word and Email)**

Suitable for beginners, this course covers basic word processing and emailing skills to enter and format text, save and retrieve your work, send and receive emails and attachments.

**Day:** Monday afternoons, 11 weeks  
1.00 – 2.30 pm

**Dates:** 16<sup>th</sup> January - 26<sup>th</sup> March 2012  
(incl February half-term week)

**Where:** Little Tewkes Childrens Centre  
Dovervelt Road, Canvey Island, SS8 8EJ

**Course Code:** HLT1B03

**To enrol and for further details:**

**Telephone: 01702 544900**  
(Rochford Adult Community Learning)

**Website:** [www.essex.gov.uk/adultlearning](http://www.essex.gov.uk/adultlearning)

