



## Who are we?

Computer Friendly is a team of experienced volunteer tutors who have delivered high quality, low cost computer training since 2002, providing an excellent alternative to formal commercial courses.

Our venues in St Albans and Harpenden are well equipped. We use laptops and tablets, and for some courses you can bring your own. Our tutors will help you progress at your own pace. You will be provided with a work book so you can practise exercises both in the class and at home.

## What to do next ...

If you are not sure which course is right for you, either

- ~ drop in to Fleetville Community Centre or Harpenden Skew Bridge Centre for a chat
- ~ telephone to book a 'First Steps in Computing' session
- ~ telephone to book a surgery

Tel 020 3239 1559 (local rate)  
Mon-Wed mornings.  
Answerphone at other times.



Computer Friendly is a registered charity and a non-profit organisation staffed by unpaid volunteers supported by St Albans District Council and others.

Our goal: to provide the best possible computer training using informal and friendly courses, and to provide those with little or no experience the confidence to join in the ever growing IT world.

### Correspondence address

Computer Friendly  
2 The Almonds  
St Albans  
AL1 1UZ  
Tel: 020 3239 1559



[www.computerfriendly.org.uk](http://www.computerfriendly.org.uk)  
[www.cfsta.org](http://www.cfsta.org)



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Registered Charity No. 1096433  
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# Computer Friendly



...the real alternative to formal courses



## Computer training



[www.computerfriendly.org.uk](http://www.computerfriendly.org.uk)

## Getting started with Computer Friendly

### Drop-ins

Why not call into our popular drop-ins. Pick up a Registration Form; See what courses we have to offer; Practise exercises; Have a play on our computers – it's easier than you think.

Just drop in, every Monday 10am-3pm at Fleetville Community Centre or every Tuesday 10am-1pm at Harpenden Skew Bridge Centre. Free.

### Surgeries

Book a one-hour slot in Harpenden or St Albans (various times available).  
Tel: 020 3239 1559. Free.

### First Steps with Computers

Book a FREE 2-hour session where we assess your level and advise what course is best for you. Free.

### Computers for Beginners

5-week course for absolute beginners, explaining the computer and teaching you the basic skills. We simplify the jargon and make *you* computer friendly! Just £10

### Internet and Email

5-week course gets you up and running on the Internet. Again only £10.

### iPad Internet and Email (New to Internet)

4-week introduction to the Internet and email using the Apple iPad. The basics of iPad functionality will also be covered. You will need to bring your own iPad. £10

### iPad Beyond Internet & Email

4-week comprehensive outline of the Apple iPad's capabilities and functions aimed at those new to the iPad with some prior experience of the Internet and email.  
You will need to bring your own iPad. £10



## Moving on ...

### Filing and Finding

4-week course in managing your files and documents. A must for people who wish to get organised. £32

Special courses covering:

[Google](#) 1 week £10

[PC Security](#) 1 week £10

[Skype](#) 1 week £10

[Apple Mac workshop](#) 5 weeks £40

### MS Word\* and Further Word\*

Two courses: 6 and 5 weeks. You will create a wide-range of documents – including letters, reports, menus, agendas, forms, labels. Includes advanced formatting, tables and mail merge. £48 and £40

### Excel\*

4-week course: We will show you how to set up and edit spreadsheets for home and office use, using Microsoft Excel software. £32

### Powerpoint

6-week course where you will learn to create and deliver a range of PowerPoint presentations that can be used both at work and for clubs, charities, training and similar purposes. £48

### Digital Photography

5-week course for those with little or no knowledge of digital cameras. Bring your camera along and we will give you hands-on tuition in basic photo editing. Some computer experience is necessary. £40

\* Concession price £10 for OAPs and unemployed.  
Contact Course Administrator to check eligibility.



### Family History

5-week course for people who wish to find out more about their ancestors using the Internet. Experience of computers is necessary. £40

### Buying and selling on eBay

4-week course: Learn how to buy and sell items on eBay. We will help you set up eBay and Paypal accounts and sell your first item. £32

### Publisher

4-week course: Learn how to use Microsoft Publisher to create newsletters, brochures, posters and more. £32

### Social Media

4-week course to introduce people to social media platforms including Twitter and Facebook. Also image sharing sites such as Pinterest and Instagram, as well as YouTube videos and blogs. £32

### Android tablets

Do you have a tablet made by *Samsung, Lenovo, Asus, Sony, Toshiba, HP, HTC, HANNspree, LG, Archos, TESCO?* If so you may have an ANDROID machine and not realise it. We can help you find your way around it with our new 4-week course.. You will need to bring your own tablet along. £32

### Visually Impaired/Blind Training

We have the expertise to help you get to grips with computing. Just phone to discuss your needs. Free.

