

# Computers, tablets and phones

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## IT skills you need to get work

Learn how to create a CV, write a cover letter, search for and apply online for jobs, bank online and budget using Excel.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Adult Learning Centre, Netley Campus	Thu	09:30	11:30	16/01/2020	26/03/2020	Crèche

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## Computer skills for Universal Credit

Learn what you need to apply for and maintain your Universal Credit account and other benefits. Book through your job coach.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
JobCentrePlus, Kentish Town	Mon	10:00	12:00	13/01/2020	23/03/2020	Unemployed
JobCentrePlus, Kentish Town	Wed	14:00	16:00	15/01/2020	25/03/2020	Unemployed

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## Computer skills workshop

Need to know how to do something on the computer? Apply for Universal Credit, search the internet, keep safe, update to Windows 10, write a CV, set up an email, use spreadsheets... You can learn what you need to know. Come as many times as you want.

<b>Venue</b>	<b>Day</b>	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b>Additional info</b>
<b>Adult Learning Centre, Netley Campus</b>	Tue	13:00	15:00	14/01/2020	24/03/2020	
<b>Conway House</b>	Tue	13:15	15:15	14/01/2020	24/03/2020	
<b>Greenwood Centre</b>	Wed	10:00	12:00	15/01/2020	25/03/2020	
<b>Hopscotch</b>	Fri	10:00	12:00	17/01/2020	27/03/2020	
<b>Kentish Town Library</b>	Mon	13:00	15:00	25/02/2019	23/03/2020	
<b>Queen's Crescent Library</b>	Wed	11:00	14:00	15/01/2019	25/03/2020	
<b>SHELL</b>	Wed	10:00	12:00	15/01/2020	25/03/2020	
<b>SHELL</b>	Fri	10:00	12:00	17/01/2020	27/03/2020	
<b>Sidings Community Centre</b>	Tue	19:00	21:00	14/01/2020	24/03/2020	
<b>Sidings Community Centre</b>	Thu	10:00	12:00	16/01/2020	26/03/2020	Over 50
<b>Sidings Community Centre</b>	Thu	13:00	15:00	16/01/2020	26/03/2020	
<b>Sidings Community Centre</b>	Fri	10:00	12:00	17/01/2020	27/03/2020	

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## Computing for beginners

Afraid of computers? Want to look for things on the internet? This course covers all the basics of using a computer confidently and safely.

<b>Venue</b>	<b>Day</b>	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b>Additional info</b>
<b>Abbey Community Centre</b>	Tue	10:00	12:00	14/01/2020	24/03/2020	

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## Computing with ESOL E2 and above

Become more confident on the computer and learn English at the same time. Search the internet, save and find files, know how to keep safe online and more. You need to be able to do a simple internet search and have E2 or above English.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Richard Cobden Learning Centre	Wed	13:00	15:00	15/01/2020	25/03/2020	Crèche

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## Computing with ESOL Pre-Entry and E1

Become more confident on the computer and learn English at the same time. Search the internet, save and find files, know how to keep safe online and more. For Pre-Entry and E1 ESOL.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Richard Cobden Learning Centre	Thu	13:00	15:00	15/01/2020	13/02/2020	Crèche

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## Create a website using WIX

Need a website to promote your business, blog to your audience, promote your art? Learn how to set up a website using the free online software Wix. You need to have an active email address.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Training Link	Wed	16:00	18:00	15/01/2020	25/03/2020	

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## Create animations using Scratch

Make some great short animations with visuals and sound. Keep your mind active. Play and have fun. Or get started on a career in coding. You need to have an active email account.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Kilburn Library	Thu	10:15	12:15	16/01/2020	26/03/2020	
Richard Cobden Learning Centre	Fri	10:00	12:00	17/01/2020	27/03/2020	

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## Creative things to do with your photos

Do you take a lot of photos? Learn how to organise, make a video, print on T shirts and pillow cases, make cards and books and more. You need to be able to use the mouse and keyboard.

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Adult Learning Centre, Netley Campus	Tue	09:30	11:30	14/01/2020	24/03/2020	Crèche

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## Do more on your iPad or iPhone

Discover more things you can do: edit images, play videos and use many more free Apps. You need to be able to do basic things on the iPad or iPhone.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Conway House	Tue	16:00	18:00	14/01/2020	24/03/2020	

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## Do more on your tablet or smartphone

Discover more things you can do: edit iamges, play videos and use many more free Apps. You need to be able to do basic things on a tablet or smart phone.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Richard Cobden Learning Centre	Fri	13:00	15:00	17/01/2020	27/03/2020	

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## Gadget Clinic

Struggling with your phone, tablet, laptop or digital camera? Bring it in and learn how to use it. Or update skills to latest software. This session is not about mending hardware.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Pancras Square Library	Mon	13:00	15:00	13/01/2020	10/02/2020	
Queen's Crescent Library	Wed	14:00	15:00	15/01/2020	25/03/2020	

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## Get to know the keyboard and practise typing

Learn more about the keyboard and improve your typing skills You need to be able to use the mouse.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>Training Link</b>	Wed	10:00	12:00	15/01/2020	12/02/2020	

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## Improve your Office skills for work

Learn Office skills or update existitng skills in Word, Excel or Powerpoint. Create and manage an email account. You can learn what you need to use. Come as many times as you want.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>West Euston Partnership</b>	Thu	10:00	12:00	16/01/2020	26/03/2020	
<b>West Euston Partnership</b>	Thu	13:00	15:00	16/01/2020	26/03/2020	

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## Keep safe online

Unsure about shopping online? Unsure how safe social network sites are? All you need to know to keep yourself and your family safe online. You need to be able to do a basic internet search.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>Training Link</b>	Wed	10:00	12:00	26/02/2020	25/03/2020	

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## Learn more about using the computer

Learn how to manage your email account, keep safe online, bank and shop online. Use Google docs. You need to be able to do an internet search.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>Abbey Community Centre</b>	Thu	14:00	16:00	16/01/2020	26/03/2020	

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## Let me tell you who I am

Make a video to show people how to work with you.

<i><b>Venue</b></i>	<i><b>Day</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>Additional info</b></i>
<b>Greenwood Centre</b>	Mon	10:00	12:00	13/01/2020	23/03/2020	Learning Disability

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## NOCN Level 1 Award in IT ITQ: get a qualification in MS Word and Excel

This course will give you all the skills you need to pass an L1Word & Excel units of ITQ. You must attend 2 sessions a week. You need to have basic Word skills.

<i><b>Venue</b></i>	<i><b>Day</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>From</b></i>	<i><b>To</b></i>	<i><b>Additional info</b></i>
<b>Kilburn Library</b>	Tue	10:15	12:15	14/01/2020	11/02/2020	
<b>Kilburn Library</b>	Tue	13:00	15:00	14/01/2020	24/03/2020	

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## Photoshop Elements for beginners

Learn how to manipulate photos and create art work and cards. You need to be able to save and retrieve files.

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<b>Adult Learning Centre, Netley Campus</b>	Thu	15:30	17:30	16/01/2020	26/03/2020	

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## Prepare for the Driving Theory test

Learn the English and computer skills necessary to take the Theory Driving Test. Learn the Highway Code. You need to be able to use the mouse and keyboard. For people with Entry level ESOL.

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<b>Kilburn Library</b>	Thu	13:00	15:00	16/01/2020	26/03/2020	

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## Sell online, promote your business

Create a website using WordPress, explore Etsy, E-bay , Facebook and more. Workshop based so come any week and learn what you need. You need to be able to have an active email address.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>Pancras Square Library</b>	Mon	17:00	19:00	13/01/2020	23/03/2020	

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## Set up an email account

To do most things online you need an email address - to set up a Camden account, to shop, to bank, to register for benefits, apply for jobs ... You need to be able to do a simple internet search.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
<b>Kentish Town Library</b>	Tue	13:00	15:00	25/02/2019	25/03/2020	

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## Spreadsheets for beginners

Learn spreadsheets with Excel from the beginning. Calculate with confidence. Budget with boldness. You need to be able to use the mouse, keyboard but no Spreadsheet experience is necessary.

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<b>Sidings Community Centre</b>	Wed	13:00	15:00	15/01/2020	25/03/2020	

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## Use Google Apps including email

Google does much more than internet searches. Set up an email account and use Google drive and docs for online computing, maps, translate, YouTube and more.

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<b>Adult Learning Centre, Netley Campus</b>	Fri	13:00	15:00	17/01/2020	27/03/2020	

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## Word processing for beginners

Learn the basics of word processing: Typing, correcting, selecting and formatting text, spell check save and print documents. You need to be able to use the mouse, keyboard but no word processing experience is necessary.

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Sidings Community Centre	Wed	10:00	12:00	15/01/2020	25/03/2020	

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## Wordprocessing for beginners

Learn to wordprocess to write professional looking documents. You need to be able to use the mouse and keyboard.

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Training Link	Wed	13:00	15:00	15/01/2020	25/03/2020	