

# Karten IT Suite Activity Schedule

April – June 2010



Drop In – individuals can attend at any time during the session.  
 Workshop – individuals MUST be able to attend ALL the sessions for the full allocated time.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Type	Room
<b>IT for All</b>	1.30-3.30pm 14 – 28 Jun (3wk)	11-1pm 13 – 27 Apr, 4 May (4wk)		11-1pm 6 – 27 May (4wk)		Drop In	Karten IT Suite
<b>Internet &amp; Email</b>				11-1pm 3 - 24 Jun (4wk)		Drop In	Karten IT Suite
<b>Word processing, PowerPoint &amp; Excel</b>	1.30 – 3.30pm 10, 24 May (2wk)					Drop In	Karten IT Suite
<b>Games &amp; Music drop-in</b>					11-1pm 9 – 30 Apr (4wk) 4 – 25 Jun (4wk)	Drop In	Karten IT Suite
<b>Introduction to Excel spreadsheets</b>				1.30-3pm 8 – 22 Apr (3wk)		Workshop	Karten IT Suite
<b>Using Email</b>	1.30-3pm 12 – 26 Apr (3wk)					Workshop	Karten IT Suite
<b>Improvers Word Processing</b>				1.30-3pm 6 – 20 May (3wk)		Workshop	Karten IT Suite

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Workshop – individuals MUST be able to attend ALL the sessions for the full allocated time.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Type	Room
Web searching for Beginners		11-12.30pm 11 – 25 May (3wk)				Workshop	Karten IT Suite
Using Clip Art		11-12.30pm 8 – 22 Jun (3wk)				Workshop	Karten IT Suite

**IT for All:** for any computer based activity.

**Games & Music:** a range of PC games are available or listen to music or watch video clips on the internet.

**Internet & Email:** send emails or use the internet to look for information or visit a range of useful websites.

**Word processing, PowerPoint & Excel:** brush up your skills on any of these Microsoft Office programmes (beginner to intermediate level only).