



# 和景華人聯誼會 CHINESE ASSOCIATION OF WOKING

## 华人社区活动中心计算机培训班 Chinese Community Project (CCP) IT Training Series

### Computer Basics 计算机的基本常识

CCP 在 2015 年将会举办由 Big Lottery Fund 赞助的计算机培训班系列。IT 顾问李红女士将会为大家讲授该系列的讲座。周二 2015 年 4 月 21 和 28 日 二次讲座将介绍 计算机的基本常识和使用功能。该讲座适合于计算机初学者。

学位有限,有兴趣参加者请电联和景华人活动中心负责人 Candy Fisher 或 繁紅 ccp@cawoking.org.uk。  
热烈欢迎有兴趣的会员或非会员朋友们来参加。

As part of the Lottery funded Well Being Activities Project, CCP will run a series of IT training sessions. The training will be provided by IT consultant, Ms Hong Li. The sessions will be held on Tuesday 21 and 28 April 2015 to provide a general introduction to Computer Basics. It is suitable for computer beginners.

These 2 session course will cover: 1) Computer basics – basic computer jargon, how to use keyboard and mouse. 2) Desktop basics - understand the desktop set up and how to use icons. 3) Computer file system and how to navigate and manage files. 4) Open and close applications and troubleshooting tips. 5) How to change basic computer settings - language, time. 6) Introduction to documents - using the Microsoft Word to learn how to type in text, save and print your work.

Places available are limited. Please contact our CCP co-ordinators, Candy Fisher or Fanhong Kong (email: ccp@cawoking.org.uk) if you are interested.

Both members and non-members of the Chinese Association of Woking are welcome.

Programme 节目时间表:

10:30am	CCP opens	活动开始
11:00am - 12:30pm	IT Course	讲座
12:30pm - 2:00pm	Lunch	午餐
2:30pm	CCP closes	活动结束

Venue 地点: Old Woking Community Centre, Sundridge Road, Woking, GU22 9AT

欢迎大家做点拿手小菜带来共同分享。会员收费 1 镑, 非会员 2 镑。没带食物者多付 2 镑用于食物原料费用。

Please bring some food to share with the group. Members pay £1, non-members £2. Those who are unable to bring any food will pay an additional £2 towards the costs of food provided by CCP.

