



# Information Technology

## Topics to be covered

The Internet: searching, browsing, buying, booking, banking, security

Email: incl. attachments, spam, phishing, viruses

Facebook for personal use

Skype: face-to-face contact with friends and family abroad

Basic word processing: typing up a simple document

Managing files and folders on your device

Storing documents and photos online

Health & Safety: avoiding aches & pains, charging devices safely, etc.

**For more  
information  
text your name  
and number to  
087 - 6186546**

Beginning on Wednesday 3<sup>rd</sup> October

8 weeks, 7pm – 9pm nightly

Course fee - €120

Course Instructor – Jennie Frizelle, ADKC Web Design

