


Upgrade your





with the Library!


If you are new to computers or just want to update your computer skills, our new format computer courses will show you how.

 **EASY AS** No tests, no pressure, no deadline.

 **WHAT** Online courses with the option to attend small group tutorials and individual coaching. At your own pace - when you want to do it. Courses designed for beginners and advanced. Gold Star certificate upon completion.

 **WHO** For anyone who would like to give it a go!

 **WHY** To upskill. For personal development. For personal satisfaction. To access government and other organizations. To connect with family and friends. To have fun.

 **HOW** Complete the attached registration form and take it to your library or email [LearningCentre@tauranga.govt.nz](mailto:LearningCentre@tauranga.govt.nz) with your name and contact details. Add 'computer training' to the subject field.

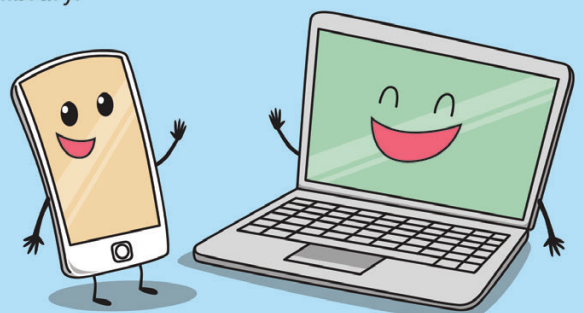
## GROUPS OPTIONS AVAILABLE

Group tutorials designed to meet the needs of your group at the library.  
Guest presenter available to speak at your venue.

- Keep Yourself Safe Online
- RealMe
- Digital skills and other topics on request

## CONTACT

Bev Hodges, Learning Centre Tutor  
[Learningcentre@tauranga.govt.nz](mailto:Learningcentre@tauranga.govt.nz)  
07 577 7085.



Turn over for course entry form →

# DIGITAL SKILLS



Tauranga City Libraries  
Private Bag 12022, Tauranga 3143  
learningcentre@tauranga.govt.nz  
07 577 7085

Name:

Address:

Phone:

Mobile:

Email:

Course selection (please tick the courses you're interested in taking)

Computer Basics

Internet Safety

Mouse Tutorial

Photoshop Basics

Typing Tutorial

Facebook

Email Basics

Using the Cloud

Word for Beginners & Advanced

Instagram

Excel for Beginners & Advanced

Twitter

PowerPoint for Beginners & Advanced

Windows Basics

Windows 10

Please tell us if there is something else you would like to learn.

Deliver the completed form to one of the Tauranga City Libraries  
or email to: learningcentre@tauranga.govt.nz

Library Staff: Please send completed form in an interoffice envelope or scan  
and email to Bev Hodges