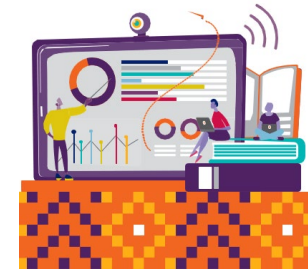


Centre for Academic Technologies (CAT)

Basic Computer Skills – student training sessions for July & August 2022



Welcome back after a well-deserved winter vacation and all the best for the second semester. In further supporting you to make the best of your studies, we invite you to attend our basic computer skills training sessions. You will learn how to work more effectively, using the MS Office programmes in completing study tasks and making technology work for you.

Topic	Date & time	Mode	Online session links and F2F booking form links		
Intro, Word – basic & intermediate	Thu, 21 July 13:00 – 14:30	Online	Click here to join the session on the day.		
Intro, Word and PowerPoint – basic & intermediate	26 & 28 July See specific date, time & venue per campus in table	Face to face	Campus	Computer lab	RSVP link
			APK Tue, 26 Jul 10:00 – 12:00	E Les 202	Click here to book
			APB Tue, 26 Jul 10:00 – 12:00	Con Cowan Lab G02	Click here to book
			DFC Tue, 26 Jul 10:00 – 12:00	John Orr Lab 3222	Click here to book
			SWC Thu, 28 Jul 10:00 – 12:00	Braam Fischer Lab GNB 205	Click here to book
Recap & PowerPoint – basic & intermediate	Tue, 2 August 10:00 – 11:30	Online	Click here to join the session on the day.		
Recap & Excel – basic & intermediate	Wed, 10 August 12:00 – 13:30	Online	Click here to join the session on the day.		
Recap & Excel basic & intermediate, PLUS general technical queries	16 – 19 August See specific date, time & venue per campus in table	Face to face	Campus	Computer lab	RSVP link
			APK Fri, 19 Aug 9:00 – 11:00	D1 Lab 108	Click here to book
			APB Tue, 16 Aug 11:00 – 13:00	Con Cowan Lab G02	Click here to book
			DFC Tue, 16 Aug 13:00 – 15:00	John Orr Lab 3222	Click here to book
			SWC Thu, 18 Aug 13:00 – 15:00	Braam Fischer Lab GNB 205	Click here to book
Recap all – Word, PP & Excel basic & intermediate, PLUS general technical queries	Tue, 23 August 11:00 – 12:30	Online	Click here to join the session on the day.		
Recap all – Word, PP & Excel basic & intermediate, PLUS general technical queries	Wed, 31 August 13:30 – 15:00	Online	Click here to join the session on the day.		

