

# Digital Matters

## Live, learn and work in a digital world



Do you want to improve your digital skills to connect with friends and family, gain employment plus be safe and secure online?

### About the course:

This short course will provide learners with technology skills for life, work and study. It's ideal for beginners or those that need to refresh their digital skills.

- An introduction to connecting with others on Zoom.
- Navigating safely online and managing privacy
- Microsoft Word and Excel
- Sending emails, creating contacts and attaching files and images
- Understanding how to use various digital devices from smartphones to computers and more....

**When:** Every Tuesday for 5 weeks starting Tuesday 27th Feb, 6.30pm - 8.30pm

**Where:** Maffra Neighbourhood House, 31A Thomson St, Maffra

**How much:** This is an ACFE funded course for eligible learners with a low fee of \$50

### Enrol or find out more:

Maffra Neighbourhood House  
0422 335 155 or  
[office@maffraneighbourhoodhouse.com.au](mailto:office@maffraneighbourhoodhouse.com.au)

