



5 October 2009

Hi there

If you are keen to improve your skills on the computer then this letter is especially for you!

There have been many requests for some basic training in computer skills and to start the ball rolling, in conjunction with the Small Business Advisory Service and Sunraysia Rural Counselling Service here is your chance. You can do the training at home AND if you want attend a follow up workshop. The topics to be covered in this training are;

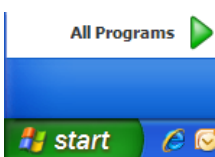
- How to open an attachment sent to you via email
- How to save your document with a new name onto your computer
- How to find your document on your computer
- How to edit your document and save those changes
- How to send a document by attaching it to an email
- How to search the internet and download a template

To participate in this training, you will need to have;

- An email address
- Access to the internet
- Microsoft Office and Word '97 – 2003 or Microsoft Office and Word 2007.

What do you need to do?

Step 1: Send an email to majella.ballard@milduraregion.com.au to advise me of the Microsoft Word program you have AND tell me which workshop you may attend in November or December.



If you aren't sure which Microsoft Word program you have, click on **start** in the bottom left hand corner of the screen and then click on **All Programs**. You will see a list of programs come up in a box to the right. You might need to click on Microsoft Office to see another list appear of the Microsoft Office programs you have. There you will see either Microsoft Office Word '97 – 2003 or Microsoft Office Word 2007.

Step 2: I will reply to your email with a copy of the training material in the appropriate Microsoft Word format for you.

Step 3: Read through and complete the activities in the training when it arrives via email.

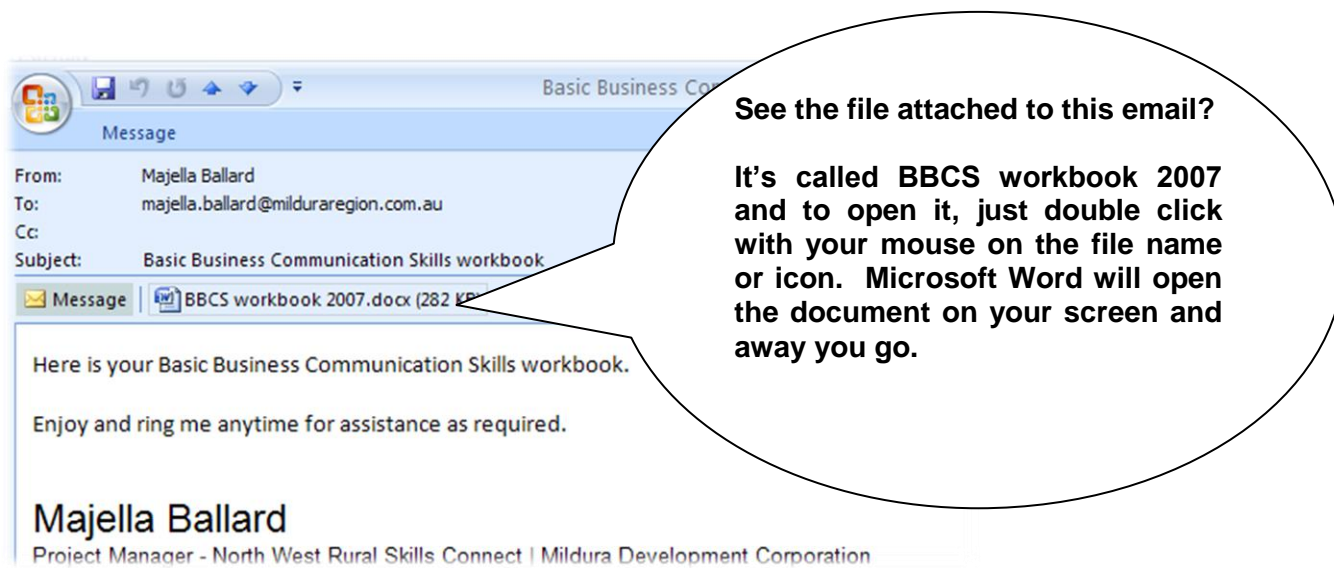
Step 4: See you at the workshop. It will be great to catch up in person.

Tentative dates for the workshop being held in your community are listed below. Venues to be confirmed along with firm dates and times. All of these workshops will be free of charge and a great chance to catch up in person before the end of the program.

Sea Lake	Mid December	morning
Swan Hill	Mid December	afternoon
Wycheproof	Mid December	morning
Donald	Mid December	afternoon
Birchip	Mid December	morning
Ouyen	Mid December	afternoon
Mildura	Mid to late November	afternoon

Here's the first lesson now: **“How to open an attachment sent to you via email”**.

When the email comes, it might look a bit like this.



If you have any questions or require further assistance, please do not hesitate to contact me on 0439 612 317 or email me at majella.ballard@milduraregion.com.au.

Kind regards,

Majella Ballard
Project Manager
North West Rural Skills Connect

PS. Please take the time to reply to the recently mailed survey with Crackers. Participation in this survey is essential to the success of future funding applications for programs such as Rural Skills Connect.