

Computer and Applications Help



Location **South East, Surrey**
<https://www.freeadsz.co.uk/x-373250-z>



You have very little or no knowledge of computing. Maybe you run your own business, but are still not up to scratch with computing technology? Perhaps you just want to learn how to set up an email and keep in touch with far off family abroad? Contact me to get the most out of your computer or smartphone with everyday tasks Help is provided with the followings: Windows operating system Creating folders, deleting files, restoring files, moving files about, organising your documents and files Making sense of files and their extensions (pdf, doc, xls, jpeg, zip, psd, mp3, mp4 ...) Understanding Wi-Fi and how to troubleshoot your internet connection Installing and uninstalling programs on your devices (PC and mobile) Improving your machine performance (e.g. disabling unused programs) Back up your data Learn how to use Microsoft Office (Word, Excel, PowerPoint and Access) Microsoft Word Basic skills with advanced topics such as macros, templates and mail merge Microsoft Excel Editing, moving around the sheet, series, formatting, formulas, charts Microsoft Access Creating tables, table relationships, form, queries and reports Microsoft PowerPoint Create slides and presentation Internet basics How the Internet and the Web work Searching and finding information Keeping safe whilst browsing the Internet (avoid spywares, malwares and viruses) Customising your browser (bookmarking, add-ons, privacy, blocking annoying Ads ...) Introduction to cloud computing (uploading, downloading and managing your files) Internet job search Websites Create a simple website using HTML, CSS and JavaScript Introduction to WordPress (Setting up a website, adding themes, adding plugins, Understanding posts and pages ...) Tablets/Smartphones How to use you Android or iPad Understanding the Apps market Downloading, installing Apps Accessing the Internet Transferring photos Any other tips or tricks Because everybody learns at a different pace and has a different combination of learning styles. I will adapt the lessons to suit you with my personal,

friendly and patient touch. One to one tuition means you can learn at your own pace Rates are £10 per hour for the first hour and £5 for 100% money back guarantee. No money back if you don't like the lessons. Details about what you would like to learn please email me.



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