

Other Courses Offered

- English for the Workplace
- Building English Skills in Living and Learning
- English for Living and Working in Australia
- Spelling, Reading & Writing
- Get into Grammar
- Skills for Work & Study - Early Education
- Introduction to Community Leadership
- Welcome to Computers
- Intermediate Computers & Word Processing
- Using Internet Devices
- Using Social Media
- Digital Essential Level 1 & 2

Other Programs

- Conversational English
- Art Group
- Traditional Craft
- Youth Activities
- Neighbourhood Connections for Older Migrants
- Thursday Community Brunch
- Cooking/Food preserving
- Gardening

Local Programs

Occasional Childcare Service

The Occasional Childcare Service operates on Tuesday, Wednesday and Thursday on a non profit basis. All services within Occasional Childcare Service are funded by the Commonwealth Government to provide **Child Care Subsidy (CCS)** to all eligible families.

To further assist our students, licensed childcare is available at the Centre and students receive a discounted rate. Occasional childcare is also available in 1 to 5 hour sessions to the general public. Contact **Cathy** on **9465 6409** for more information on our affordable rates and to make a booking.

All educators are trained in First Aid, Anaphylaxis, Asthma Management, CPR training, and are committed to enhancing professional development.

After School Tutoring

One-to-one tuition is available at the Centre for students from Prep to VCE in all subjects. Adults are also welcome to use this program. Please feel free to contact **Joyce Parle** on **0425 834 008** for bookings and fees or Email **joyceatast@gmail.com**



Lalor Living & Learning Centre acknowledges the support of the Victorian Government.



Intermediate Computers

For Bookings & Enquiries

Please call



9465 6409

Email: Office@lalorllc.vic.edu.au

Web: <http://lalorllc.vic.edu.au>

47A French Street, Lalor 3075

PO Box 1144, Lalor 3075

Welcome to Lalor Living & Learning Centre

About Us

Lalor Living & Learning Centre has been providing services to our local community for over 35 years as a Neighbourhood House and a not-for-profit Community Based Provider.

We provide a welcoming and caring professional environment to enable people to learn new skills, leading the way in providing English and computer courses and other adult education that can open pathways to further learning and opportunities in life.

Activities are held in our purpose built classrooms, conveniently located in French Street, just behind the Lalor Library and the May Road Shopping Centre.

The Centre provides a pathway connecting individuals, neighbours, organisations and government.

Intermediate Computers

Use your basic knowledge of computers to develop skills in word processing. Learn to create text, insert photos and tables. Learn to manage documents and files. Friendly and encouraging class.

Course Outline

- ◆ OHS, Ergonomic workplace
- ◆ Create a document using Ms Word
- ◆ Use template
- ◆ Adjust Window and toolbar
- ◆ Format document
- ◆ Insert headers and footers, symbols, equations
- ◆ Adjust page layout to suit the purpose of the document
- ◆ Save documents in different formats
- ◆ Work on a few documents simultaneously
- ◆ Embed and work with tables and graphics into the document
- ◆ Working with features like creating forms
- ◆ Quick introduction to Google Docs
- ◆ Print

Classes Begin

Wednesday 27th April 2022

12.30am – 3.30pm

Cost

\$80.00 Full Fee per Term

\$70.00 Concession Fee per Term

To Enrol

Please visit our office or call us

Address: 47A French Street, Lalor

Phone: 9465 6409



2022 Term dates

Term 1	31 January - 8 April
Term 2	26 April - 24 June
Term 3	11 July - 16 September
Term 4	3 October - 2 December