

## TUITION TAILORED TO YOUR NEEDS

whether you are a complete beginner  
(of any age), or more advanced.

The tuition will suit anyone:

- home PC users
- office users
- "silver surfers"
- professionals
- job seekers
- career improvers
- students
- teachers.

**Learn on your own device**, at home or  
in the office.

**Learn at your own pace.**

**Save time** - one-to-one tuition is the  
quickest way to learn.

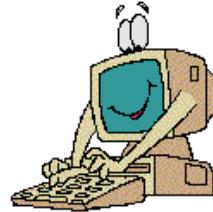
**Less Stress** - no one else is watching!

**Jane has over 30 years ICT training  
experience and thousands of  
individual and corporate clients.**

**JANE IS VERY PATIENT AND  
EXCEPTIONALLY GOOD  
WITH BEGINNERS!**

LESSON VOUCHERS  
ARE AN EXCELLENT  
GIFT IDEA

# Jane Williams MBCS COMPUTER TUITION



"The Warren"  
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## Jane Williams MBCS

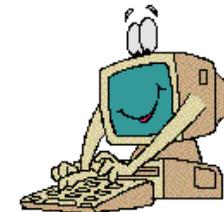
# COMPUTER TUITION

**Tailored To Your Needs**

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Friendly one-to-one  
tuition and help  
on your PC, laptop, iPad  
or other tablet,  
in your home or office

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Jane is very patient  
with all ages  
and all abilities

Jane Williams MBCS is an independent ICT Training Consultant who has been teaching computer skills for over thirty years.

She established her own company on 1st January 2000, specialising in one-to-one tuition.

Jane has thousands of individual private clients with an age range of 9 to 97!

Corporate clients include Thame Town Council, GlaxoSmithCline, Procter & Gamble, Pinewood Studios, and many more.

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- One-to-one tuition in the client's home or office.
  - Choose from set lessons and courses with handouts, or bespoke tuition and help tailored to your needs.
  - Tuition for all versions of **Microsoft Windows** and **Microsoft Office**.
  - Learn on your PC, Mac, Laptop, Ultrabook, Notebook, Netbook, Convertible, iPad or other Tablet, or even your Smartphone!



## 2017 COURSE LIST

**Previous computer experience is not required for lessons marked \***

Clear jargon free handouts are provided for many of the courses/set lessons.

### **An Introduction To Your iPad \***

#### **iPads for Seniors \***

#### **Computers for Beginners \***

The Mouse, Keyboard & Windows/Mac basics

### **Microsoft Windows \*- all versions**

#### **The Internet \***

Edge, Internet Explorer, Chrome, Safari, or Firefox

#### **E-mail \***

Outlook, Windows Live Mail, Gmail, Outlook.com, BT, Yahoo, etc.

### **Microsoft Office (all versions):**

#### **WORD - Word-processing**

Foundation \* - Intermediate - Advanced - Mail Merge

#### **EXCEL - Spreadsheets**

Foundation - Intermediate - Advanced  
- Using Excel as a Database - Charts

#### **POWERPOINT- Presentations**

Part 1. Creating A Presentation  
Part 2. Adding sounds, animations and transitions

#### **PUBLISHER - Publications**

Learn how to produce all manner of publications  
Also **ONENOTE** and **SWAY**

### **FILE / WINDOWS EXPLORER**

File and Photo Management

#### **Digital Photography**

Adobe Photoshop or Photoshop Elements.  
Scanning and Downloading Photographs

#### **Miscellaneous**

Cloud storage - OneDrive, Dropbox etc.  
Backup to USB flash drive or external hard drive.  
Restore your iTunes Library from your iPod.  
Plus an endless number of miscellaneous items!

## JANE IS YOUR PERSONAL COACH

Many training establishments use E-learning, and say "Have a go, just follow it through". This can often leave delegates struggling and having to ask for assistance, which can be time wasting, stressful and humiliating, particularly in a classroom situation.

One-to-one tuition is not like that. It is not humiliating. Jane will explain and clearly demonstrate each process. She will then watch and guide you through it. You can repeat something as many times as you like and ask as many questions as you wish and no-one else is watching!

Another advantage of learning on your own computer is that you are learning to use the software versions that you have, so you know that what you learn works on your computer!

Jane is your **very patient** personal coach and is there to help you.

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### **Collins Dictionary definitions:**

**TRAINING** - "the process of educating".  
This could be E-learning or following handouts.

**TUITION** - "teaching, instruction, and private coaching". **This is exactly what you get with one-to-one tuition.**

**Believe me, there is quite a difference!**