

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 computer, 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



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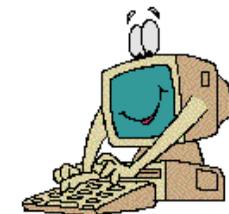


Jane Williams MBCS

COMPUTER TUITION

Tailored To Your Needs

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



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 since the mid 1980's. 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! Her corporate clients include Thame Town Council, GlaxoSmithCline, Procter & Gamble, Pinewood Studios, and many more.

- One-to-one tuition in the client's home or office.
- Choose from set lessons and courses with handouts, or tuition and help tailored to your needs.
- Over 30 years computer training experience.
- All versions of **Microsoft Windows** and **Microsoft Office**.
- Tuition on your PC, Mac, Laptop, Ultrabook, Notebook, Netbook, Convertible, iPad or other Tablet, or even your Smartphone!



2016 COURSE LIST

Previous computer experience is not required for lessons marked *

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

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 Management

Digital Photography

Adobe Photoshop or Photoshop Elements.
Picasa. 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.
Create music manuscript and save as a PDF for printing, plus demo sound files.
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.

Collins Dictionary definitions:

TRAINING - "the process of educating". This could be using CD-ROMs, DVDs, E-learning, or simply 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!