TUITION TAILORED TO YOUR NEEDS
whether you are a complete beginner
(of any age), or more advanced.

Tuition to suit anyone:

- home user
- business user
- "silver surfer"
- job seeker
- career retrain
- mature student
- teacher.

Learn on your own device, in your home or 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 has helped thousands of individual and corporate clients.

JANE IS VERY PATIENT AND EXCEPTIONALLY GOOD WITH BEGINNERS!

TUITION VOUCHERS ARE AN EXCELLENT GIFT IDEA

Jane Williams

COMPUTER TUITION

Seniors are my speciality!

Tel: (01296) 436464
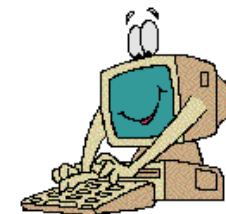
jane@janewilliams.com

www.janewilliams.com

Jane Williams

COMPUTER TUITION

Tailored To Your Needs

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

Jane is very patient
with all ages
and all abilities

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

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

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

Corporate clients have included Thame Town Council, GlaxoSmithCline, Procter & Gamble, and Pinewood Studios.

- 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.

- All versions of Microsoft Windows and Microsoft Office.

- Learn on your own computer, PC or Mac, Laptop, Convertible, iPad or other Tablet, or Smartphone.

**1-to-1 Tuition
In Your Home
Or Office**

SUBJECT LIST

Previous computer experience is <u>not</u> required for lessons marked *
Clear jargon free handouts are provided for many of these sessions.

An Introduction To Your iPad (or other Tablet) *
What else can my iPad (or other Tablet) do?

Computers for Beginners *
Microsoft Windows or Apple Mac

Windows 10 and Windows 11 *

Printing and Scanning *

The Internet *
Edge (incl. the Edge Bar and Collections), Chrome, Safari, or Firefox

E-mail *
Outlook, Windows Mail,
Gmail, Outlook.com, BT, Mail App. etc.

<u>Microsoft Office (all versions):</u>

WORD - Word-processing
Foundation * - Intermediate
- Advanced - Mail Merge

EXCEL - Spreadsheets
Foundation - Intermediate - Charts
Using Excel as a Database

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

File Explorer
Organise files and folders, photos, videos etc.
Download and upload files.
Memory sticks and external hard drives.

Digital Photography
Adobe Photoshop or Photoshop Elements.

The Cloud - OneDrive, Dropbox, iCloud etc.

Plus an endless number of **miscellaneous** items.

If you need something that is not listed please ask.

JANE IS YOUR PERSONAL TUTOR

Many training establishments use E-learning, and say "Have a go, just follow it through". This can often leave delegates struggling and frustrated whilst waiting for assistance. It can also be humiliating if you are in a classroom situation.

One-to-one tuition is not like that. 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 device is that you are learning to use the software/app versions that you have, so you know that **what you learn works on your device.** You also **learn what you want to know**.

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

Collins Dictionary definitions:

<u>TRAINING</u> - "the process of educating". This could be E-learning or following handouts.

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

Believe me, there is quite a difference!