

TUITION TAILORED TO YOUR NEEDS

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

The tuition will suit anyone:

- home 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



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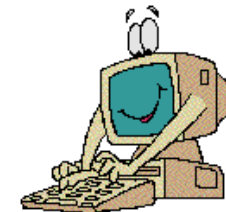


Jane Williams MBCS

COMPUTER TUITION

Tailored To Your Needs

Friendly one-to-one
tuition and help
on your PC, Mac, 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 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!



2018 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 / Tablet *

Computers for Beginners *

Microsoft Windows or Apple Mac

Windows 10 *

Printing and Scanning *

The Internet *

Edge, Internet Explorer, Chrome, Safari, or Firefox

E-mail *

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

Microsoft Office (all versions):

WORD - Word-processing

Foundation * - Intermediate - Advanced - Mail Merge

EXCEL - Spreadsheets

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

POWERPOINT- Presentations

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

PUBLISHER - Publications

Learn how to produce all manner of publications

FILE / WINDOWS EXPLORER

Organise files, photos, videos etc.
Download and upload photos
Memory sticks and external hard drives
Creating backups

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 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 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!