

## TUITION TAILORED TO YOUR NEEDS

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

Tuition to 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



"The Warren"  
5 Streamside Walk  
Aylesbury  
Bucks  
HP21 8NU

**Tel: (01296) 436464**

**jane@janewilliams.com**

**www.janewilliams.com**



## Jane Williams MBCS

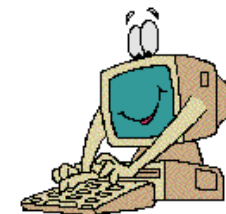
## COMPUTER TUITION

**Tailored To Your Needs**

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Friendly one-to-one  
tuition and help  
on your PC, Mac, laptop,  
iPad, other tablet  
or smartphone,  
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!



## 2019 SUBJECT 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 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 TUTOR

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!**