



# **AFRICAN FRENCH SPEAKING ORGANISATION**



## **IT Skills Training for Ponders End Ward Elderly People Only**



**VENUE:** COMMUNITY AID TRAINING CENTRE,  
219-221 High Street, Ponders End EN3 4DX  
(Behind Swan House, Opposite Side to Ponders End Mosque)

**TIME:** 10:00am - 12:00 Noon Every Monday

**CALL:** 02083736378 or 07758033231

Funded through the  
Enfield Residents'  
Priority Fund



## **TOPICS**

Health and Safety  
Log on Computer  
Basic Point of the Computer  
Log off Computer  
Microsoft Word  
Saving a Document  
Microsoft Excel  
Microsoft Outlook  
Creating an Email  
Sending & Receiving Emails  
Logging into Email Account  
Adding an Attachment  
Forwarding an Email  
The World Wide Web  
Connecting to the Internet  
Downloading and Navigating  
Paying council tax online  
Booking Holiday Online  
Paying bills online

## **FREE TRAINING**

**DO NOT MISS OUT  
THIS OPPORTUNITY**

### **AFSOR**

Community House,  
311 Fore Street –  
Edmonton  
N9 0PZ

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[www.afsor.org.uk](http://www.afsor.org.uk)

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