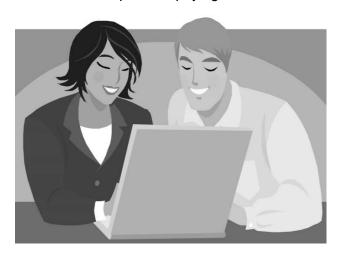# <u>Free</u> IT Drop-In Sessions

CAXTON HOUSE IN PARTNERSHIP WITH THE HILLS COMMUNITY TRUST

The IT Drop In Sessions are designed to help you brush up on old skills or learn new ones, such as:

❖ Computer basics: Such as MS Office 2007 (Word, PowerPoint, Excel), Internet and Email

❖ How to stay safe online

❖ Shopping online

❖ Accessing benefit information and applying for benefits online

❖ Using social media sites e.g.: Facebook, Twitter, Skype and Instagram

❖ Jobs and training search

❖ Using and purchasing through an Islington Council e-Account e.g.: parking vouchers, resident permits, paying rent and council tax.

Tuesdays: 1.30-3.30pm

Caxton House Community Centre
129 St John's Way
London N19 3RQ

Buses: 41 and 210

Tube: Archway Station (Northern Line)

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Charity Number: 1073124

Company No: 03646892