

To find out more about this project and see if you are eligible to attend these sessions, please contact:

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**For more information contact:**

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leaflet in an alternative format***



**the hub Dumfries and Galloway**  
A Scottish Charitable Incorporated Organisation  
Scottish Charity Number SC043384

**the hub – your community action centre  
is for community groups, voluntary  
organisations and social enterprises who  
need affordable, accessible office  
accommodation with development  
support to set up and deliver their services.  
Meeting rooms are also available to book at  
competitive hourly rates. We deliver a range  
Of projects and services that support  
people and communities**



## **Getting Connected Project**

**Do you find I.T. a bit of a  
nightmare?**



**Would a FREE short  
course of basic  
computer sessions  
make a difference?**



Do you find using computers a bit difficult?

Maybe they don't do what you think they should?

Maybe you have never had the opportunity to learn?

## Help is at hand!



We provide a **FREE**, short course of computer sessions delivered with one to one support in a friendly environment.

You will get the time and support you need to untangle the mysteries of the internet; emails, search engines, electronic filing, sending attachments such as your CV if you are applying for a job, how to order goods and services online, as well as completing online application

## Session 1 we can

- Introduce you to a computer



- Show you about 'logging on'—and off!
- Show you the different icons on your computer screen
- Help you understand what different programmes are used for
- Learn how to write a document—for example your CV
- Learn about saving your document—where and how!



## Session 2

- Checking out different websites —how to find them, what they do and how to use them when you get there!



## session 3

- Learn about emailing the document you have created in session 1 or for example emailing your CV to apply for a job

