Below are details of **beginners' computer courses** and support currently being offered by some organisations in Herefordshire.

If you are interested in a particular course, please contact the organiser direct for more information or to book a place. The information below has been provided by the organisations themselves.

Hereford

What: *Monthly* beginners' computer/internet workshops at Libraries
            FREE

Where: **Hereford Library**   *01432 383600*
            Kington Library   *01432 260600*
            Ledbury Library   *01432 383499*
            Leominster Library   *01432 383290*
            Ross-on-Wye Library *01432 383280*

Booking/info: **Contact or visit the libraries for details of the next workshop and to book**

These **free** two-hour workshops take place monthly on topics including:-
- How to use your Tablet computer
- Introduction to email – setting-up and using an email account
- Introduction to the Internet – how to search safely and effectively
- How to use your Smartphone

Booking is essential.

What: **Tech Novice Café – Teaching Internet and Computer Skills**
Where: **Royal National College for the Blind,** Venns Lane, Hereford HR1 1DT
Organiser: **Royal National College for the Blind**
Booking/info: **01432 265 725**

TECH NOVICE CAFÉ – TEACHING INTERNET AND COMPUTER SKILLS
Are you new to technology? Do you want to discover the Internet? Do you need support with IT and mobile technologies? Whether you want to know how to send an email, or learn how to use an iPad – we can help.

Students at The Royal National College for the Blind in Hereford are offering IT support for people who are unfamiliar with computers and would like to discover the internet, or generally learn more about using technology including mobile devices. If you're interested – or know someone that might be – please get in touch. This is especially useful to those who may need to use large print or speech to access a computer. We offer a range of technologies for you to try before purchasing and are also happy to show you how to use your own technology.

The 'Tech Novice Café' is also open to those who are visually impaired. To find out more or to book a place phone 01432 265725. The sessions are usually offered on Wednesdays but we may be able to offer alternatives.
The project has been set-up with support from Fastershire and Herefordshire Council.

What: Basic IT Skills for Beginners
Where: Herefordshire and Ludlow College, Folly Lane, Hereford
Organiser: Herefordshire and Ludlow College
Booking/info: 0800 032 1986 www.hlcollege.ac.uk

BASIC IT SKILLS FOR BEGINNERS
£75 FOR 10 WEEKLY SESSIONS   Thursdays 6pm to 8pm
Contact the College for details of when the next course will start.
No experience necessary. By the end, you will understand:-

* How to use a computer and learn basic IT functions
* Staying safe online - deleting browsing history, antivirus protection, parental controls
* Create an email account - how to create, send, receive emails and attach files
* How to surf the web using search engines
* Overview of social media sites
* Draft letters, create a simple financial spreadsheet using Word and Excel
* Using simple functions such as copy and paste, save, bold, underlining, change font colour, create a table, use auto sum
* Create files, save documents and retrieve files. How to save data to memory sticks, etc.
* College certificate in **Basic IT Skills for Beginners** at end of course

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Ross-on-Wye

What: DROP-IN COMPUTER CAFE for the over 50s
Where: Community Room at Smallbrook Gardens, HR9 7DU
Organiser: Age Concern Ross-on-Wye
Booking/info: 01989 567 165 (no need to book – just drop-in)

DROP-IN COMPUTER CAFÉ for the over 50s **Thursdays 10am-11am**
Bring your own computer, tablet or smartphone, or use the computers provided
No experience necessary. Learn the basics or improve your IT and computer skills.
Also a chance for you to try a laptop or tablet if you don't have your own. Learn over coffee and a friendly chat.   £2 per session

What: **Computer Courses for Beginners**
Where: **Adult and Community Learning Centre, John Kyrle High School, Ross-on-Wye**
Organiser: **John Kyrle High School**
Booking/info: **01989 760 399 or paulmason@jkhs.org.uk**

COMPUTERS FOR BEGINNERS   *£5 per session or a one-off £40 fee for as long as you like until you have picked up the skills you require*

Tuesdays and Thursdays, 6pm to 8pm

Ideal for those completely new to computers or those with a little previous knowledge. You will work from easy to follow work books together with guidance from the course tutor. You will have the opportunity to learn the basics of computing using Microsoft Applications in Word, internet usage, e-mailing, presentations and simple spreadsheets. Runs on most Tuesday and Thursday evenings throughout each school year. The course is completely flexible so if you miss a lesson or two you just pick up where you left off next time you are in.

Bromyard

What: **Computer Club   and   Job Club**
Where: **H.O.P.E. Centre, Hereford Road, Bromyard HR7 4QU**
Organiser: **H.O.P.E. for Children and their Families Ltd**
Booking/info: **Mandy 01885 488 495 training@hopefamilycentre.org**

COMPUTER CLUB *FREE**   Wednesdays 10am to 12 noon
For you to practice, discuss computer problems and solutions, and get support solving issues from an experienced volunteer. Bring your own laptop/tablet, project or problems and work on them with assistance.
*Members will be asked to join 'Friends of HOPE' for a £10 annual fee

JOB CLUB   *FREE*   Wednesday afternoons 1.30pm to 4pm
Drop-in sessions. Free help with online job searches and CV writing.

**Please contact the organiser direct for further information
about a course or to book a place.**

By sharing this information we are not endorsing the providers of training and support.

*** Free 'Introduction to the Internet' workshops ***

*If you are part of a group or club, or know of a few people in your area who would like to learn how to use the internet, we can arrange **free**, informal '**Introduction to the Internet**' workshops and courses for you.*

This could be at your usual meeting place or another venue that has internet access. A tutor will bring the laptops and lead the session. We just need 6 to 8 beginners who would like to learn how to send emails, stay safe online, search for information, shop and pay bills online, etc.

To find out more please telephone Jennie Morgan on 01432 260691 or email jennie.morgan@herefordshire.gov.uk

Fastershire (Broadband)
Herefordshire Council

Learning Online www.learnmyway.com
If you are able to get online, you may be interested in the free courses, learning games and advice on using computers available on the **Learn My Way** website. You can learn at your own pace or just explore the subjects you are interested in.

Subjects include:-

- Using your computer or device – using a mouse, keyboard and touchscreen
- Online basics – online forms, email
- Online shopping, socialising online, using Facebook
- Online safety – keeping your personal information secure
- Finding and applying for jobs online
- Improving your health online – GP services online, NHS Choices website
- Managing your money online – online banking
- Public Services online – government website (GOV.UK), finding local council services

Most Herefordshire Libraries offer free internet and computer access – you'll just need your Library Membership card.

Please let us know if you no longer wish to receive this information
Fastershire (Broadband), Herefordshire Council,
Plough Lane, Hereford HR4 0LE
01432 260 609   go-online@fastershire.com