

LOST YOUR CAR KEYS?

It has happened to most of us, and if we look long enough and far enough we'll usually find where we put them.

But, forget where you put a file on your computer and that's a whole different game

The new Wheathampstead U3A IT Group course

FILING AND FINDING

could be just what you need

You'll learn

- • How to organise and name your files so you make them easier to find
- • How to view your data storage system in a way that suits your needs and helps you find things
- • How to make simple file name searches easily and effectively
- • How to make advanced searches where you've only a clue about the name, the age or the content of your file
- • How to tag and rate your picture library for easy retrieval
- • How to clear out the rubbish to see the wood for the trees
- • How to protect your valuables and clean up your disks
- • And there's a Jargon Buster so you can make sense of the technical stuff

A series of four 2-hour weekly modules will be delivered by highly experienced Wheathampstead U3A Lead Presenter Richard Brett, under an agreement with Computer Friendly. Teaching is in small interactive groups. The course materials include numerous practical examples and exercises together with self-assessment tests so you can see how you are progressing. You'll receive our 50-page binder packed with useful reference information because you'll want to refresh your memory after the course.

There's a technical query answering service after the course and you'll get exclusive course- graduate access to our FAQ database.

Places are strictly limited because we're teaching in small groups. The special price to Wheathampstead U3A members is the 'cost-recovery priced' course fee of only £20.

Don't delay – book today!

Contact Wheathampstead U3A IT Group for a booking form and the latest available course dates.