



Session Request Form

Name	
Tel:	
Email:	

Please tick all the days & times that you are available - this helps to arrange groups and plan new sessions.		10.00am	11.00am	1.00 pm	3.00pm	6.00pm
	Monday					
	Tuesday					
	Wednesday					

Now tick the course(s) that interest you.

 Getting started	Request	Done		Request	Done
Buying the right PC			Internet security for all		
First time users			Antivirus & antispyware		
Getting online			Basic terms explained		
Using websites			More jargon explained		
Health & safety with PCs			Text readers		
Search engines e.g. Google			Organise work with folders		
Keep in touch by email					
 Having fun	Request	Done		Request	Done
Emails with photos			Catch up TV & radio		
Web cams & chat rooms			Netmums & toddlers		
Facebook / social networking			CVs & job applications		
Shop & check prices online			Find job info & advice		
Getting insurance quotes			The Directgov site		
Holidays & flights online			Using eBay & Amazon		
I mprove & share photos			Research family tree		
Photo CDs			Google maps / earth		
 Problems?	Request	Done		Request	Done
About printers & monitors			Change colours & text size		
Troubleshooting Windows			How the PC works		
Backing up important data			DIY basic upgrades		
Recovering from errors			Download & use StarOffice		
Recognise virus infections			Letters & spreadsheets		
More about antivirus			Internet & disc clean up		

Please add any requests or ideas here:

Courses are held at [KWW Computers Ltd.](http://www.kwwcomputers.co.uk) and with their kind support.
 Address: 6 The Square, Knowle, Bristol BS4 2SS - from Broad Walk Shopping Centre go down Broad Walk and take the 2nd Left - the shop is at the back of the large square green.