

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

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Community Development
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For more information contact:

**the hub
your community
action centre**

**24-26 Friars Vennel
Dumfries DG1 2RL**

Tel: 01387 269161

**email: info@thehubdg.org.uk
www.thehubdg.org.uk**

OPENING HOURS

**Monday to Friday
9am- 1pm
2pm- 4pm**

***Contact us if you require this
leaflet in an alternative format***



the hub Dumfries and Galloway
A Scottish Charitable Incorporated Organisation
Scottish Charity Number SC043384
We are funded by Dumfries and Galloway Council

**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 assist people in our local communities.
*Working together making a difference***



European Union



The Scottish
Government
Riaghadas na h-Alba

EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Your community action centre

"Getting Connected Project"

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



**Would a FREE short
course of basic
computer workshops
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 workshops 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 forms

In **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



- Understanding email!
- Venturing onto the internet!!!

In **session 2** you will;

- Learn how to write a document—for example your CV



- Learn about 'saving' your document—where and how!



In **session 3**;

- Learn about emailing the document you have saved—for example emailing your CV to apply for a job
- Checking out different websites—how to find them, what they do and how to use them when you get there!

In **session 4**;

- You will be putting together all your learning, asking questions, trying out your new skills and becoming computer savvy!

