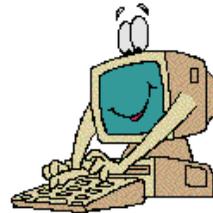


# Jane Williams

## COMPUTER TUITION & WEB DESIGN



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# Jane Williams

## COMPUTER TUITION & WEB DESIGN



Private one-to-one  
Computer Tuition  
in your home or  
office

Jane Williams MBCS  
Independent ICT  
Training Consultant

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Lessons Tailored To  
Your Needs

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[www.janewilliams.com](http://www.janewilliams.com)

**LESSONS TAILORED TO YOUR NEEDS**, whether you are a complete beginner (of any age), or more advanced.

The tuition will suit anyone;

professionals,  
job seekers,  
career improvers,  
home pc users,  
office users,  
teachers,  
students,  
"silver surfers", etc.

**Learn on your own computer**, at home or in the office.

**Learn at your own pace.**

**Save time** - one-to-one tuition is the quickest way to learn.

**Jane has 30 years ICT training experience and thousands of individual and corporate clients.**

**JANE IS VERY PATIENT AND EXCEPTIONALLY GOOD WITH BEGINNERS!**

LESSON VOUCHERS  
MAKE EXCELLENT  
PRESENTS!

Jane Williams MBCS is an independent ICT Training Consultant who has been teaching computer skills since the mid 1980's. She established her own company on 1st January 2000, specialising in one-to-one and small group training.

Jane has thousands of individual private clients with an age range of 9 to 97! Her corporate clients include Thame Town Council, GlaxoSmithCline, Procter & Gamble, Pinewood Studios, and many more.

- One-to-one or small group tuition in the client's home or office.
- Choose from set lessons and courses with handouts, or tuition tailored to your needs.
- 30 years computer training experience.
- **Microsoft Windows** and **Office** tuition including all the latest versions.
- Tuition on your PC, Mac, Laptop, Ultrabook, Notebook, Netbook, Convertible, Tablet or Smartphone!

### Bespoke Websites

Design, maintenance & Search Engine Optimisation (SEO).  
Call for a free no obligation chat.

## 2015 COURSE LIST

**Previous computer experience is not required for lessons marked \***

Clear jargon free handouts are provided for many courses/set lessons.

### Computers for Beginners \*

The Mouse, Keyboard & Windows/Mac basics

### Windows 8.1+

### The Internet \*

Internet Explorer, Chrome, Safari, or Firefox)

### E-mail \*

Outlook, Windows Live Mail, Gmail, Outlook.com, BT, Yahoo, etc.

### Microsoft Office (all versions):

#### WORD - Word-processing

Foundation \* - Intermediate - Advanced - Mail Merge

#### EXCEL - Spreadsheets

Foundation - Intermediate - Advanced

- Using Excel as a Database - Charts

#### POWERPOINT - Presentations

Part 1. Creating A Presentation

Part 2. Adding sounds, animations and transitions

#### PUBLISHER - Publications

Learn how to produce all manner of publications

#### ONENOTE

### Windows/File Explorer - File Management

### Digital Photography

Adobe Photoshop or Photoshop Elements.

Picasa. Scanning and Downloading Photographs

### Create a Website

### Miscellaneous

Backup to USB flash drive or external hard drive

Restore your iTunes Library from your iPod

Social Networking (Facebook, Twitter, LinkedIn)

Convert handwritten music manuscript into a computer printed score, PDF, and sound files.

Plus an endless number of miscellaneous items!

## JANE IS YOUR PERSONAL COACH

Many training establishments use E-learning, where they sit you in front a computer and say "Have a go, just follow it through". This can often leave delegates struggling and having to ask for assistance, which can be stressful and humiliating, particularly in a classroom situation.

One-to-one tuition is not like that. It is not humiliating. You can repeat something as many times as you like and ask as many questions as you wish. Also no-one else is watching!

Another advantage of learning on your own computer with the software versions that you have, is you know that what you learn works on your computer!

Jane is your **very patient** personal coach and is there to help you.

### Collins Dictionary definitions;

**TRAINING** - "the process of educating".

This could be using CD-ROMs, DVDs, E-learning, or simply handouts.

**TUITION** - "teaching, instruction, and private coaching". This is exactly what you get with one-to-one tuition.

**Believe me, there is quite a difference!**