

**ANGLICARESA** | Supporting Your  
Disability & Mental Health Services | NDIS Choices

**Keesha, 24**  
Manga fan & Artist

*Keesha has been participating in the AnglicareSA group programs since 2012. Groups have helped her feel safe, make friends and build her confidence. She can cope without needing someone to hold on to.*

*She can get out of the house and experience the AnglicareSA group activities she wouldn't have enjoyed before; movie nights, The Beachouse and craft.*

## Supporting *your* NDIS choices.

AnglicareSA can help you access the NDIS and help you understand what it means for you and your family. We can also help you access our range of disability, autism and mental health service for children and adults.

We can meet with you when and where it is convenient for you so contact our friendly team today.

phone: **1800 953 001**  
email: [ndis@anglicaresa.com.au](mailto:ndis@anglicaresa.com.au)  
web: [anglicaresa.com.au/ndis-choices](http://anglicaresa.com.au/ndis-choices)



**Any enquiries relating to the AnglicareSA Group Program contact the group Coordinator on**

8118 2685  
0428 743 789

Level 1, 560 North East Road, Holden Hill SA 5088

[www.anglicaresa.com.au](http://www.anglicaresa.com.au)

# Computing & Literacy Group

## Northern Region

**3rd July to 18th December 2019**

**Activity Program**

**Every Wednesday Group**

**10:00am — 3:00 pm**

**Capacity Building**

**AnglicareSA**

**The Clock Tower**

**Playford Boulevard**

**ELIZABETH**

**Includes pick-ups and drop offs**

**NEW NDIS PARTICIPANTS ALWAYS WELCOME**

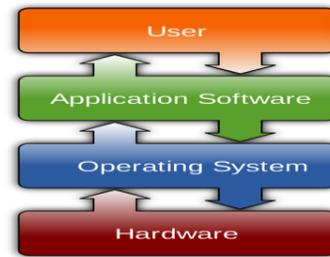
For more information, on how to access Groups with NDIS funding contact our NDIS Customer Service Team

**1800 953 001**

# July

## 3rd July: Computer Functions

Today you will become familiar with computers.  
How to turn on the computer, how to use a mouse, Keyboard, monitor and how to use the desktop.



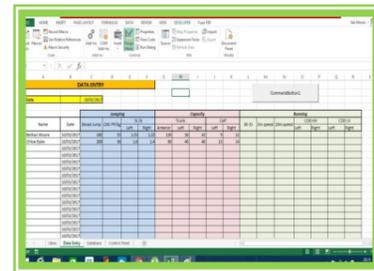
## 10th July: Microsoft Word

Use Microsoft Word to create documents, including letters, resumes, and more.  
In this lesson you'll become familiar with using Word.



## 17th July: Microsoft Excel

Excel is a spreadsheet program that allows you to store and organize information like a budget.  
Today you will become familiar with how to use Excel.



## 24th July: Microsoft PowerPoint

PowerPoint is a presentation program that allows you to create slide shows. These presentations can include words and pictures. Today you'll learn about PowerPoint



## 31st July: How does the Internet Work?

With the Internet, it's possible to access almost any information, communicate with anyone else and you can do much more.  
Today we will show you how to access the internet



# December

## 4th December: Online Christmas Cards

Enjoy using the computer skills you have learned by making your very own online Christmas Cards



## 11th December: Online Christmas Cards

Continue being creative by making your very own personalized online Christmas Cards for family and Friends.



## 18th December: Program Reflection

Today we will look at what we have achieved in the last six months and discuss ideas for group activities you may like to do in 2020.



### Important Information for Customers

*\*Remember to bring a water bottle and lunch*

*\*\*Remember to wear enclosed shoes and appropriate clothing for scheduled events.*

*\*\*\* Activities may be changed at short notice due to weather restrictions and alternate activities will be available*

*\*\*\*\* Advise group Coordinator if any of your contact details change*

Contact phone number during group hours only: 0427 297 112

*Feedback and suggestions are always welcome*

# September

## 4th September: Saving on External Devices

Write a letter to a friend or loved one, save some pictures from the internet to create a collage or create your own shopping list that you can learn how to save onto these external devices.



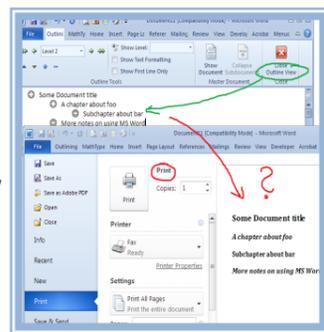
## 11th September: Resume and Cover Letter

A very informative course to show you how to write a Cover Letter and how to write a new Resume or update your current Resume.



## 18th September: Creates tables and Lists

Today you will learn how to create a table and lists with Check boxes. You can use these simple tools to create many ways to make your life a little easier.



## 25th September: Creating Folders / Editing / Saving Documents

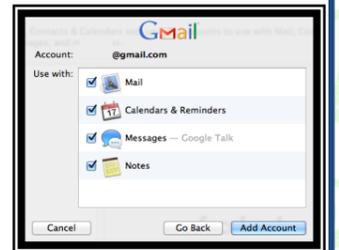
Come and learn how to edit the work you have created. Then we will show you how create folders so you can save your work into these folder. This way you can retrieve your work at any time.



# October

## 2nd October: Setting up Email

In this lesson, you will learn how to set up your own personal Email account for you to use.



## 9th October: Keeping Safe on the Internet

The Internet is a home to certain risks, such as malware, spam, and phishing. If you want to stay safe online, you'll need to understand these risks and today you are learning how to stay safe on the internet



## 16th October: Simple PowerPoint—Make a Presentation about You

Learn how to make PowerPoint presentations by using background styles, add pictures and clip art to create a personal PowerPoint presentation



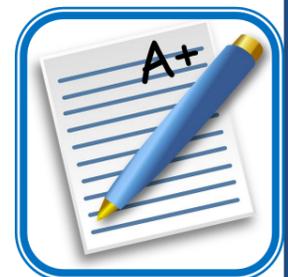
## 23rd October: Online Job Hunting

Learn how to use the internet to find online Job Websites. We will teach you how to look online for a position that you are interested in.



## 30th October: Graphic and Writing Skills

Graphic writing is where you can express thoughts, feelings and emotions in written form. We will teach you tips in graphic writing as well as learn writing skills



# November

## 6th November: Tips and Tricks

Come and learn Microsoft Tips and Tricks which will make it easier for you to use computer programs.



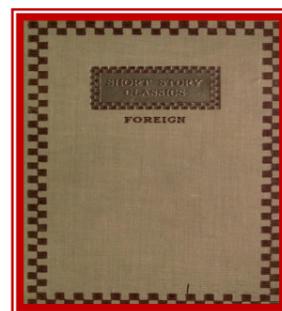
## 13th November: Touch Type Test

Today you will be completing a Touch Typing Test to show how fast and accurately you Touch Type



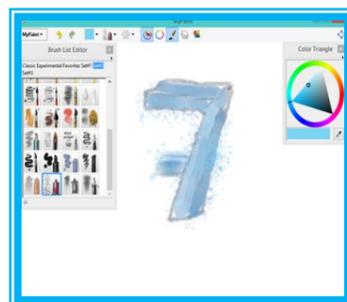
## 20th November: Type Short Story

Come along and use the skills you learnt in Word to type a short story of your choice.



## 27th November: How to use—Paint

Today we will show you how to use Paint in the Word Program and how to apply it to texts and create a piece of artwork.



# August

## 7th August: Creating Spreadsheets

A spreadsheet is made of rows and columns that helps arrange information easily. Today we will show you how to create a spreadsheet in Excel.



## 14th August: Working on Budgeting ideas!

Budgeting is creating a plan on how you want to spend your money. Creating a budget allows you to see whether you will have enough money to do the things you would like to do.



## 21st August: How to book Appointments

Today we will be showing how to make appointments so that you can do it yourself. Remember to write a reminder so you won't forget what date, day and time your appointment is.



## 28th August: Writing (Typing) a Letter

Come along today to be shown the skills required in letter writing.

