

## Preparing for brian - digital literacy training

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below

Participants will need to bring their own laptop

**Why choose this course?**

This course is designed for CPA employees who will be transitioning across to the new CMS in October 2017.

**What content does the program cover?**

The course covers

- Introduction to cloud based applications
- Setting up and using web browsers
- Web navigation
- Terminology
- Managing pop ups
- MS Outlook, Word and Excel upskilling

**What is the cost?**

The course is offered free for Cerebral Palsy Alliance employees.

**How long is the course?**

**Duration:** Half a day

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.