



Training Course Information

Course Name: Managing & Sharing Your Photos

Course Overview: Do you want to learn to use a program that allows you to organise your photos in a way that suits you? Do you want to know how to print and email photos to friends and family? Then this course is for you.

Topics Include:

- Getting Started
- Importing Photos
- Viewing Photos
- Photo Properties
- Add Captions
- Tags
- Collections
- Emailing Photos
- Printing Photos

Pre-Requisites: Basic computing competency

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.