![C:\Users\Liquid Jigsaw\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Z3XX603T\MC900014785[1].wmf]()

![C:\Users\Tania\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DOOWECFZ\MC900384324[1].wmf]()

**Tea and coffee will be served!**

**All are welcome!**



![C:\Users\Tania\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\K4Z4C1JT\MM900395737[1].gif]()





**How to organise email**

**How a memory stick works**

**How to create folders**

**Name new folders**

**And much more!**

**Learn more at our presentation:**







**“Be organised!”**



**How to organise your emails, documents and photos**

**Date:** **Wednesday 21 September**

**Time:** **11am – 12pm**

**Venue: Social Club**

5U0812

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