

Computer Coach Australia

At your pace, place and time



www.ComputerCoachAustralia.com.au

Name & Address	
Date and referral type	
Email	Phone:
Business or Home user	
What do you expect from the session?	
What type of computer, phone and tablet - and version of the operating system do you have?	
Do you need help with any of these?	<p>Website: creation, rebranding, editing, maintenance, linking to social media; Website type & plan: WordPress.com WordPress .org, Wix, Square Space; Set up SEO: Organic, Services, Promotions, Ads, Yelp, Google console, Google business listing, Bing, Yahoo; Create Social Media sites: Google+, Google Business Page, Facebook Business Page, Pintrest, LinkedIn, LinkedIn Company page; Instagram, Twitter; Photos: editing, saving, sharing; Videos: creating, editing, uploading - YouTube, Vimeo; Form design: Type form, PowerPoint, Word, PDF; Promos creation: flyers, business cards, logo, posters, postcards etc; eBooks: iBooks Online Communications: Skype, Other platforms; Microsoft: Word; PowerPoint; Excel, Outlook, Publishing; eNews: Mailchimp; Apple: Pages, Keynote, Finder, App store, Find phone; Bookkeeping: Pay Pal, Online Banking, Invoicing etc; Buy and Sell online, eBay, Gumtree, AirBNB; Troubleshooting: Internet: Phone, Data & Internet plans, Settings, Safari, Google Chrome, FireFox, Maps, Apps, Calculator, Health, Contacts, Calendar, Notes, Clock, News, Messenger, Online forms; Management: Updating protocols, backing up, file</p>

	management, folders, deleting, renaming, sharing; Storage: Backing up, cloud, hard drive; Virus Protection: Mac or PC scanning and protection; Syncing: phone, computers & tablets; Email clients: – attachments, signatures, downloads, address book; Internet: saving info, bookmarking, sharing, accessibility; Entertainment: Ted talks, ABC iView, SBS on demand, Classic FM, Cinemas;
How much time a week can you put into your social media?	
Other help required?	

Thank you for filling out this form. Please return it to me before our session if possible; otherwise we can go through it together.

The purpose is for Zoe at Computer Coach Australia to gain an understanding of your needs to meet your expectations. It will also enable an estimate to be given to you of a realistic time frame that you will need to achieve your goals.

Kind regards

Zoe Campbell