

INTRODUCTION

A range of taster units are available in a package which will introduce you to working with some of the most popular computer applications. It is suitable as an introductory course, or as a pre-CLAIT or ECDL package.

What Will I Do?

You will work independently through a short workbook giving precise details of every step you need to complete the course. Staff are always available to assist you as required.

You can choose from the following:

Word Processing – First steps

- An introduction to the uses of Microsoft Word at home and in the workplace.
- The keyboard layout.
- The basics of keying in, selecting, deleting and formatting text.
- Saving, opening, closing and printing documents.

Word Processing – Next steps

- Learn further formatting skills.
- Edit existing documents.
- Learn some popular shortcuts.
- Add pictures to text.

Spreadsheets and Graphs

- A presentation giving an introduction to the use of spreadsheets and graphs.
- Awareness of the benefits of using a spreadsheet application.
- Familiarisation of toolbars and icons.
- Use of basic formulae to perform calculations.
- Practical experience in creating simple spreadsheets and graphs using exercises.

Databases

- A presentation giving a brief insight into what a database is and how it can be used.
- Examples of how businesses use databases.
- Explanation of how data is stored.
- Practical work entering information into a database.
- The basics of searching for specific information.

Internet

- Surfing the Internet and navigating websites.
- Using a search engine and finding information.

e-mail

- How to send an e-mail, open, read and reply to e-mails.
- Printing and deleting messages
- Sending attachments

Creating Presentations using Microsoft PowerPoint

- An introduction to the uses of presentations
- The basic features of the PowerPoint screen.
- How to create a short presentation.
- Editing slides and applying simple formatting.
- The use of slide transitions and animation.

Additional Word Processing Skills

- Creating bulleted and numbered lists.
- Adding page numbers.
- Using coloured text and WordArt.
- Using columns.

HOW LONG WILL IT TAKE

The Next Steps package comprises 3 units of your choice, each of which will take approximately 3 hours to complete depending on your prior experience.

You can also enrol on one single unit of 3 hours if that is all you wish to do.

You can start this course at any time throughout the year.

ENTRY QUALIFICATIONS

You need to be familiar with using a mouse and a keyboard for all of these units.

WHERE COULD IT LEAD

Each of the courses will provide you with a good grounding of the concepts of the individual applications. You can then pursue the subject areas further by enrolling on more advanced courses.

FEES

The course is available as a single unit for £7.50 or £22.50 for 3 units. Concessions may be available in some circumstances. Please ask for details.

HOW TO APPLY

Please contact the Sleaford Learning Centre on 01529 415195 for more details.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.