

Office Taster using Office 2007



INTRODUCTION

A range of taster units are available which will introduce you to working with some of the most popular computer applications.

WHAT WILL I DO

You will work 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
- Spreadsheets
- Databases
- Internet
- e-mail
- Creating Presentations using Microsoft PowerPoint
- Desktop Publishing using Microsoft Publisher
- Easy Labels
- Design Greetings Cards
- Mail Merge
- Creating Stationery
- Additional Word Processing Skills

More details of each unit are available on the Basic Office Improvers or Creative Office Beginners information sheet.

HOW LONG WILL IT TAKE

Each unit will take approximately 3 hours to complete depending on your prior experience. 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

£7.50. Concessions may be available in some circumstances. Please ask for details.

HOW TO APPLY

Please contact either Boston or Sleaford Learning Centre for more details.

Boston College
Sleaford Learning Centre
3rd Floor The Hub
Navigation Wharf

Carre Street
Sleaford, Lincs
NG34 7TW

Telephone: 01529 415195

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

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