



White Hart Lane
Portchester
PO16 9BD

Head Teacher: Mr. Roger Matthews

Telephone: 023 9236 4399

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PO34 COMPUTER SKILLS FOR IMPROVERS

DAY AND TIME: Thursday, 1.00 pm – 3.00 pm

VENUE: Castle Street Centre

TUTOR: Linda Turner

DURATION: 10 weeks

COST: £80.00



COURSE COMMENCES: Autumn Term - 23rd September 2010

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This 10 week course is ideal for students with some previous knowledge in the subject and who wish to improve their skills including the internet.

The course will include the following, but a flexible approach will be taken so that participants can get as much from their computers as time will allow.

- Managing files
- Microsoft Windows (operating system)
- Microsoft Office – Word, Excel (software program)
- Use of the Internet

Introduction to Word processing

- Creating, saving and printing a document
- Making sense of menu, tool and task bars etc
- Simple display using Clip Art and Word Art, borders, shading and colours
- Layout and writing simple business letters/envelopes
- Use of symbols
- Simple tables

*50% discount on course fees for those claiming a means tested benefit
Refund Policy – we can only refund course fees due to serious illness or sudden move a £10 admin
fee will be deducted*

Introduction to Spreadsheets

- Creating simple spreadsheets, e.g. home accounting
- Insertion of numerical data and formulae for calculations

Introduction to Desktop Publishing (Publisher)

- Simple festive cards (Christmas, Easter, Birthday etc)

Introduction to the Internet

- Browsing
- Using the internet to shop, book holidays etc.
- Setting up an e-mail address, and how to send and receive e-mails