

Who is this course aimed at?

This is a leisure course which is aimed at anyone who has a computer and knows the basics and wants a little bit more guidance on what their computer can do. .

What will I need?

No formal qualifications required to join though access to a computer for practise is advisable

Programme Aims

To build your confidence with some of the more advanced functions and software packages on your computer.

What will I do?

Course objectives are discussed and decided upon within the group. Some topics covered in previous courses include:

- Desktop and Start menu, following file paths, application windows, icons
- Burning files and pictures onto CDs, saving onto memory sticks.
- Saving documents: creating folders, basic file management in My Documents.
- Saving & retrieving files on memory sticks (prior file management skills required)
- Introduction to Spread Sheets: creating, editing, and writing basic formulas.
- Introduction to Power Point: creating basic presentation.
- Internet: search engines, internet safety, secure web sites, using favourites menu
- Word: Using the spell checker, Creating Tables in Word, using headers and footers, Cut, copy and paste, Inserting text boxes into Word documents, Using Word Art to create headings, Page layout: setting margins, applying borders, watermarks, page orientation.
- Formatting (changing) text: colour, size, style, alignment
- Graphics & Pictures: Inserting graphics into Word documents, resizing them
- Transferring photos from digital camera to computer, printing photographs
- Fixing red eye and cropping images

How will I be taught?

Group lessons consisting of tutor demonstrations and activity worksheets. One to one support will be available when working on individual tasks.

How will I be assessed?

Ongoing tutor observations, group discussions, print outs of completed projects and individual tutorials when appropriate.

What could I progress on to?

- Internet and E-mail course
- Further study for a qualification at college level

What equipment should I bring?

Pen, pencil and note book, a Memory stick to save work (optional)

Will I gain a qualification?

No