

“NEXT STEPS IT COURSE”

two opportunities...

Monday 22nd February 2010, 1.30pm – 4.30pm

Wednesday 24th March, 1.30pm – 4.30pm



both courses will be held in the IT suite at VANEL's offices - Melbourne House, Town Hall Street, Grimsby. This is an unaccredited course.

Aimed at a novice computer user, this course builds on the basic introduction to computers covered in our 'beginners' course. The half-day session helps you get more from the basic Word and Excel computer software. Suitable for staff or volunteers at any voluntary or community organisation.

The course will cover:

Getting More out of Microsoft Word

- Selecting text & paragraphs
- Formatting text (changing fonts, size, colour etc)
- Setting out paragraphs
- Formatting paragraphs
- Setting up bullet points
- Setting tabs
- Writing a simple business letter
- Using the spell checker

Introduction to Microsoft Excel

- What a spreadsheet does
- Overview of the menus & toolbars
- Entering & editing data and text
- Formatting data & text
- Using auto sum for simple calculations
- Understanding basic formulas (how to add, subtract & multiply cells)
- Setting up a simple household budget

This 'next steps' course follows the beginners half-day course taking place on the morning of the same day (see overleaf).

The course is FREE but places are very limited and must be booked and confirmed through VANEL. Places are only available to staff or volunteers connected to third sector organisations based in North East Lincolnshire and must be endorsed by that organisation. No-show booked places will be invoiced at £25 each. Places are limited to 2 people per organisation.

To book or for more information contact:

Charlotte Markham, Third Sector Hub Training Administrator

at **Voluntary Action North East Lincolnshire** on **01472 231123** or email training@vanel.org.uk

This course is delivered by **Paul Brown** of **PBA Training** on behalf of the **Third Sector Hub** (www.thirdsectorhub.org.uk) which is managed at **VANEL** (www.vanel.org.uk) and supported financially by **Yorkshire Forward**.

