

“BEGINNERS IT COURSE”

two opportunities...

Monday 22nd February 2010, 9.30am – 12.30pm

Wednesday 24th March, 9.30am – 12.30pm



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 the complete beginner, this course provides a simple half-day introduction to using a PC and basic software. Suitable for staff or volunteers at any voluntary or community organisation.

The course will cover:

Overview of Windows

- Opening applications from the desktop
- Opening applications from the Start menu
- Resizing application windows
- Running multiple applications

Setting up a simple file structure

- Understanding My Computer
- Creating folders
- Saving files into specific folders
- Finding files & folders
- Importance of keeping backups

Understanding the Internet

- How to use a web browser
- How to search using Google

Starting to use Microsoft Word

- Overview of the menus and toolbars
- Entering text
- Deleting text
- Saving a document

Understanding Email

- How to set up an online account e.g. Google Mail
- How to send & receive email

This beginners course is followed by a more advanced half-day course taking place on 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**.

