

LEARNER INFORMATION

Government legislation, introduced on 1 July 2007, places a total ban on smoking in public places; the College site has been smoke-free since September '05 - all users are required to respect this.

Data Protection

All students will be required to complete an enrolment form at their first session. Details given at that time are held on our computerised database and governed by the Data Protection Act.

Equalities Statement

The County Council operates an Equality of Opportunity Policy. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust. We welcome disabled people and those with support needs, learning difficulties and medical conditions such as wheelchair users, those with mental health difficulties, epilepsy, dyslexia, D/deaf and partially sighted.

Please tick box if you would like:

further information about the range of support we can offer
for us to contact you, in confidence to discuss support available

Linton Village College
Cambridge Road
Linton
Cambridge CB21 4JB

T: 01223 891233 (hours 9.00am - 1.00pm Mon-Fri)

E: business.manager@lvc.org

COMPUTING IMPROVERS

TUESDAY

21 SEPTEMBER 2010

19.00-21.00

LINTON VILLAGE COLLEGE

£85 PER 10 WEEKS

Tutor: DAVE OSBORNE

Any skills or qualifications needed for entry into class?

This course is the next level, it is strongly suggested that you attend the computers for beginners course to ensure that you have no gaps in your knowledge.

Course Description

Word processing (Intermediate)

Advanced formatting, Short cut keys, margins/orientation, header and footer

Borders, WordArt and Clipart

Tables

Introduction to file management

Writing a Business Letter, Creating Templates

Introduction to Spreadsheets

Email and Internet

Introduction to Powerpoint

Teaching/learning methods used

Taught course with handouts for learners

Progress will monitored by your tutor with homework to reinforce learning

Interactive starters and plenary (IWB)

Group work, pair work and individual tasks

Progression:

You will gain the skills to word processed documents, advanced formatting, editing and moving text, altering the page orientation/setup, look at Tables; symbols and bullets; templates, creating letters, file management; basic spreadsheets, presenting software and the Internet .

TERM DATES 2010 - 11

Autumn Term 20 September - 3 December

Half term: 25th - 29th October

Spring Term 17 January - 1 April

Half term: 21 - 25 February

Summer Term 9 May - 8 July

Half term: 30 May - 3 June