

# COMPUTING

## MICROSOFT WORD FOR BEGINNERS\*

This course is a good starting point if you have no or little prior knowledge of Word and are interested in learning how to use the basic features of Word. The course will show you how to create simple Word documents so that they are well presented. Topics include navigating Word; creating new documents/templates; saving documents; entering/deleting text; proofing; borders and shading; bullets and simple numbering; margins; page layouts and working with objects, clipart and images.

## MICROSOFT WORD – INTRODUCTION TO MAIL MERGE\*

This course is designed for those who have a good working knowledge of Microsoft Word or have completed the Word for Beginners course. The course will show you how to take advantage of Word's Mail Merge feature to save you time.

## MICROSOFT POWERPOINT FOR BEGINNERS\*

This course is aimed at the new/inexperienced user of PowerPoint. During the course you will learn how to create simple but effective presentations using a variety of the features contained within the software.

## MICROSOFT WORD - INTERMEDIATE\*

This course is designed for those who have a good working knowledge of Microsoft Word or have completed the Word for Beginners course. You will learn how to work with columns, indents and tabs as well as manipulating tables. Use graphics, shapes and SmartArt to improve document presentation.

## MICROSOFT WORD - ADVANCED\*

This course is designed for those who have a good working knowledge of Microsoft Word or have completed the Word Intermediate course. The course focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, footnotes and track changes.

## MICROSOFT EXCEL - BEGINNERS\*

This course is aimed at students who have no knowledge of Excel or those who wish to refresh their basic understanding. The course will provide an appreciation of the principles behind spreadsheets and enable students to perform simple tasks using spreadsheets. Topics covered will include the fundamentals of Excel, inputting, calculations and simple formatting, presentation of data, BODMAS and graphs. *Leaflet available.*

## MICROSOFT EXCEL - INTERMEDIATE\*

This course provides a follow-on from the Beginners course or entry for those who already have a basic understanding of spreadsheets and can perform simple tasks, including the use of basic mathematical formulas. Topics covered will include in depth use of functions and addressing with spreadsheets; creating mathematical and logic based formulas; good practice in formula creation and be able to recognise error values in formulas; create lists; select, sort, copy, move and delete data; adjust spreadsheet page settings and working with multiple worksheets.

## COMPUTER BASICS ABSOLUTE BEGINNERS\*

An introduction to computers. Working with a desktop, laptop or tablet computer, learn to complete simple tasks using the Internet and email.

## COMPUTER BASICS USER SKILLS\*

Using the Internet and the computer for home use. Suit students who have basic knowledge of computers or have been on an absolute beginners' course. Students can work at their own pace on mini projects to complete individual tasks. *Leaflet available.*

## INTRODUCTION TO TABLET COMPUTERS

Decide which tablet is best for you and learn some basic functions available on a tablet. The course will look at how to set them up, what you can use them for and how to keep your data safe. Some tablets will be available to try out or students can bring along their own. Students who intend bringing their own tablet along are requested to advise the College (648204) which type of tablet they are bringing so that accurate information will be available on the day. *Leaflet available.*

## GETTING TO GRIPS WITH IPADS FOR COMPLETE BEGINNERS

Learn the basic functions on your iPad. Course looks at how to set them up, what you can use them for and how to keep your data safe. Please note that if there is anything specific that you want to be covered you should indicate this when you enrol as this is not a 'troubleshooting' course. *Leaflet available.* Ideal follow-on course to PD880-AS.

## GETTING TO GRIPS WITH IPADS FOR IMPROVERS

Once you have mastered the basics, this course will help you learn some of the additional functions on your tablet. Please note that if there is anything specific that you want to be covered you should indicate this when you enrol as this is not a 'troubleshooting' course. *Leaflet available.* Ideal follow-on course to PD881-SS.

## HOW TO USE FACEBOOK

Set up and use a Facebook account. Set your security so that you share news with only friends and family. Add photos and "post" news. Comment and share others' news. Find favourite pages and "like" posts and pages. *Leaflet available.*

## HOW TO USE TWITTER

Set up a Twitter account and use the features of Twitter for social networking and micro-blogging. How to build up a social network and get connected with the right people, how to make lists, find out what is trending, what an advanced search is, and how to delete/write a tweet. *Leaflet available.*

## HOW TO USE LINKEDIN

LinkedIn is a social networking website for professionals. Set up a LinkedIn account and learn how to use this powerful tool to highlight your skills and experiences to impress your network of connections. Start social selling and connect with important influencers online.

# COMPUTING CONTINUED

| DAY | VENUE | COURSE CODE | COURSE TITLE                                       | START DATE | TIME          | LENGTH | TUTOR                | FEE  |
|-----|-------|-------------|--|------------|---------------|--------|----------------------|------|
| Mon | UCM   | ED805-AM    | Microsoft Word for Beginners                       | 06/11/17   | 17.30 - 19.30 | 5 wks  | Mrs C Lord           | £59  |
| Mon | UCM   | ED821-SM    | Microsoft Word - Introduction to Mail Merge        | 15/01/18   | 17.30 - 19.30 | 2 wks  | Mrs C Lord           | £23  |
| Mon | UCM   | ED824-SM    | Microsoft PowerPoint                               | 29/01/18   | 17.30 - 19.30 | 2 wks  | Mrs C Lord           | £23  |
| Mon | UCM   | ED822-SM    | Microsoft Word Intermediate                        | 19/02/18   | 17.30 - 19.30 | 5 wks  | Mrs C Lord           | £59  |
| Mon | UCM   | ED823-UM    | Microsoft Word Advanced                            | 16/04/18   | 17.30 - 19.30 | 5 wks  | Mrs C Lord           | £59  |
| Tue | UCM   | ED802-AT    | Microsoft Excel for Beginners                      | 26/09/17   | 17.30 - 19.30 | 5 wks  | Mrs S Howard-Snowden | £59  |
| Tue | UCM   | ED803-AT    | Microsoft Excel Intermediate                       | 07/11/17   | 17.30 - 19.30 | 9 wks  | Mrs S Howard-Snowden | £105 |
| Tue | UCM   | ED835-AT    | How to Use Facebook                                | 07/11/17   | 17.30 - 19.30 | 3 wks  | Ms K Birchall        | £35  |
| Tue | UCM   | ED836-ST    | How to Use Twitter                                 | 23/01/18   | 17.30 - 19.30 | 3 wks  | Ms K Birchall        | £35  |
| Tue | UCM   | ED837-ST    | How to Use LinkedIn                                | 27/02/18   | 17.30 - 19.30 | 3 wks  | Ms K Birchall        | £35  |
| Sat | UCM   | PD813-AS    | Computer Basics Absolute Beginners                 | 07/10/17   | 09.30 - 13.00 | 3 wks  | Ms C Pettit          | £61  |
| Sat | UCM   | PD814-SS    | Computer Basics User Skills                        | 03/03/18   | 09.30 - 13.00 | 3 wks  | Ms C Pettit          | £61  |
| Sat | UCM   | PD880-AS    | Intro to Tablet Computers                          | 28/10/17   | 09.30 - 12.30 | 1 day  | Ms C Pettit          | £18  |
| Sat | UCM   | PD881-SS    | Getting to Grips with iPads for Complete Beginners | 13/01/18   | 09.30 - 12.30 | 3 wks  | Ms C Pettit          | £53  |
| Sat | UCM   | PD881-SS2   | Getting to Grips with iPads for Improvers          | 03/02/18   | 09.30 - 12.30 | 2 wks  | Ms C Pettit          | £35  |

## LOCATION QUICK REFERENCE

|        |   |
|--------|---|
| UCM    | University College Isle of Man, Homefield Road, Douglas       |
| WKEN   | William Kennish Engineering Centre - Greenfield Road, Douglas |
| GLEN G | Glencrutchery School Gym                                      |
| GLEN P | Glencrutchery School Pool, Douglas                            |
| KENS   | Kensington Road Youth Arts Centre                             |
| SCOILL | Scoil yn Jubilee (Murray's Road Primary School)               |
| SNLS   | St Ninian's Lower School, Bemahague, Onchan                   |

|        |                                  |
|--------|----------------------------------|
| WILL   | Willaston Primary School         |
| FOX    | Foxdale Primary School           |
| PEEL   | Peel Clothworkers Primary School |
| QEII   | Queen Elizabeth II High School   |
| BALLAS | Ballasalla Primary School        |
| CRHS   | Castle Rushen High School        |
| RGS    | Ramsey Grammar School            |
| RYCC   | Ramsey Youth & Community Centre  |

**IN ORDER TO BE SURE OF SECURING A PLACE ON THE COURSE, PLEASE ENROL AT LEAST TWO WEEKS PRIOR TO THE START DATE.**