

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. On the final week you will be able to work on a presentation/project of your choice with guidance. Course will use Microsoft Office 2016 for Windows.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Mon	UCM	Q3477	Microsoft PowerPoint for Beginners UCM AUTUMN	07/10/19	17.30 – 19.30	3 wks	£38	£19

MICROSOFT WORD FOR BEGINNERS*

This course is a good starting point if you have little or no 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.

* Microsoft Word Course will use Microsoft Office 2016 for Windows.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Mon	UCM	Q3469	Microsoft Word for Beginners UCM AUTUMN	18/11/19	17.30 – 19.30	4 wks	£50	£25

SOCIAL MEDIA

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.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Tue	UCM	Q3478	How to Use Facebook UCM AUTUMN	05/11/19	17.30 – 19.30	3 wks	£38	£19
Tue	UCM	Q3479	How to Use Facebook UCM SPRING	21/01/20	17.30 – 19.30	3 wks	£38	£19

“Wonderful, I loved it! I am so excited about all the new skills I have learned and would definitely recommend this course to anyone.”

– Microsoft Word course student

In order to be sure of securing a place on the course of your choice, please enrol at least two weeks prior to the start date.