

Course Information Leaflet

Course title: Computing - Moving On Workshops	Level 3	Trainer Judy Coleman
Other requirements Memory stick	Length of programme 10 weeks	

About the programme

As well as introducing some new topics, this course will also encompass workshop sessions where learners will be able to tackle problems they are experiencing using their own computers. (Learners are welcome to bring their own laptops for this part of the course.)

Aims of programme

To enable learners to customise their own computers' settings, create and manipulate graphics using Word, create more complex home accounts using Excel, as well as tackling problems they experience in their use of their computers.

Learning Goals - By the end of the course you will be able to:

Customise your own computer, create and manipulate graphics in Word, create fairly complex accounts in Excel.

Previous knowledge/experience:

Learners should be competent at using a computer to create and save files, and understand and be able to respond to the use of basic terminology (such as "click, drag, right click, menu, button" etc).

For the first session you will need to buy/bring:

Memory stick

This course provides progression to:

Computing - Application specific courses for Word, Excel, PowerPoint

You can get additional information about this course from:

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