

## Computer Training Services

*Please retain this page for future reference*

### EXPLORE MICROSOFT OFFICE – follow-on to our basic course

This course is designed for people who have taken our basic course and would like to extend their knowledge.

Microsoft Office is made up of the following programs:

- Word
- Excel
- PowerPoint

After your basic course you may wish to continue to learn more about **Word**, just carry on where you left off, or find out how to create a table, use clip art in your documents or learn about mail merge.

On the other hand you could learn the basics of **Excel** and how this program can create a spreadsheet which you can use to help you with your home accounts and numerous other tasks.

**PowerPoint** is a program which produces slide shows presentations. This can be very handy if you would like to do a presentation to groups such as the W I, Mother's Unions, Parish councils or just a group of friends. With PowerPoint you can present words and pictures in a really professional way.

This course can also deal with a more in depth look at **File Management** than you did in your basic course. This could solve the mystery of files and folders!

You don't have to do all of the elements in the course, so you can pick and choose which subject or subjects are the most suitable for you.

We will endeavour to place you with the tutor who took you for your basic course or the most suitable for your needs.

**Duration of course: Three one hour sessions**

**(Monday pm, Thursday pm)**

**Fee: £16**

**On receipt of this application you will go on to a waiting list and be informed of your start date in due course.**



## Computer Training Services

Reg. Charity No. 204974

### EXPLORE MICROSOFT OFFICE – a follow-on to our basic course

Please complete this application form if you wish to apply to attend this course.

Name (in full): Mr/Mrs/Miss .....

Address: .....

Postcode..... Tele: .....

Have you previously attended our basic course, a computer course or attended a course at college? Yes/no

If yes, please give details .....

Do you have access to a computer for practice? Yes/no

What do you use your computer for? .....

Is your computer Windows 95/98/ME/XP/Vista/Windows7/other?

Please specify.....

Which elements of Microsoft Office would you like to explore? (please tick)

Word  Excel  PowerPoint  File Management

Who was your tutor on your previous basic course?.....

*(We will endeavour to place you with your previous tutor or one that is suited to the subject(s) you now want to learn).*

Do you have a medical condition or disability of which we should be aware?

If so, please specify .....

*For office use only:*

Date contacted:

Start date/time:

Tutor: