



## Computer Training Services

***Please retain this page for future reference***

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Registered Charity No. 204974

## BASIC WORD PROCESSING SKILLS

### A six week one-to-one – Using Microsoft Word

This six week one-to-one basic computer course will give you an introduction to using a computer. If you are thinking about buying a computer or have one but don't feel that you are confident to use it, then this one-to-one computer course will get you started.

During this course you will confidently be producing documents such as letters, saving your work, finding it again and printing your documents. You will have your own personal volunteer tutor, so this course is suitable for the complete beginner.

This course runs for **six consecutive weeks** at one hour per week, specially designed so you can make the most of the learning experience.

Course syllabus includes the following topics:

- Correct positioning at the computer
- How to turn the computer on
- Mouse control
- Opening a new document
- Recalling a saved document
- Typing (you don't have to type with all fingers)
- Correcting
- Highlighting
- Changing font, size and style
- Copy, cut and paste
- Using the spell checker
- Printing
- Saving to the hard drive
- Turning off the computer

***If time allows on this course you may be able to see a demonstration of email and the internet.***

Course fee: £24 payable at the time of your first lesson (**Please do not enclose any money with your application**).

**On receipt of this application you will go on to a waiting list and be informed of your start date in due course. Please return this form to the IT Activities Manager.**

**Please note: If you are unable to attend any of the sessions please let us know asap. Our service can only run with the goodwill of our volunteers so, Age Concern Dorchester will only re-book any missed sessions in exceptional circumstances.**

## **BASIC WORD PROCESSING SKILLS -using Microsoft Word**

Please complete this application form if you wish to apply to attend this course. This information will help us place you with the most suitable tutor and computer system.

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

**Address:** .....

.....

**Postcode:** ..... **Tele:** ..... **Email:** .....

(Only put your email address if you wish to be contacted about future activities in this way)

**Are you a complete beginner?** **Yes/no**

**Have you previously attended a computer course?** **Yes/no**

**If yes, please give details** .....

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

**If yes, what do you use your computer for?** .....

**Is your computer Windows XP/ Vista/Windows 7/other?**

**Please specify**.....

**What word processing package do you have on your computer?**

**Word 2003/2007/Works** **Please specify** .....

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

**If so, please specify** .....

**Please tick which day would be most suitable. (Please tick as many days as possible)**

**Monday pm**

**Tuesday am**

**Tuesday pm**

**Wednesday am**

**Wednesday pm**

**Thursday am**

**Thursday pm**

*For office use only:*

**Date contacted:**

**Start date/time:**

**Finish date:**

**Tutor:**