

What's going on?

Files & Folder Management

Do you want to manage files and folders on your computer efficiently? Try this ½ day course.

Excel Formulas

Do you want to explore more detailed formula in Excel? This ½ day course takes you deeper into the capabilities of formulas and functions. No deep mathematical knowledge required!

Essential Excel

If you have to get to know Excel quickly, then we have a course for you. By the end, you'll have a good grasp of the purpose and use of Excel.

Using Word with Style!

Styles are a basic building block for mastering word. Why not come along to this ½ day course to see what they can do for you.

Using Word's Drawing Tools

Word has a wealth of tools and ideas for creating posters, charts and diagrams. This ½ day course explains all.

Publisher in a Nutshell

This 1 day course takes you through the basics of creating a variety of publications.

Access Essentials

This day takes you through the major parts of Access so you can begin to use it effectively.

Enhance & Edit your Photos

Do you want to tidy up old photos? Remove unwanted details? Why not come along and see what the free Paint.net software can do for you.

www.wessexcommunityaction.org.uk

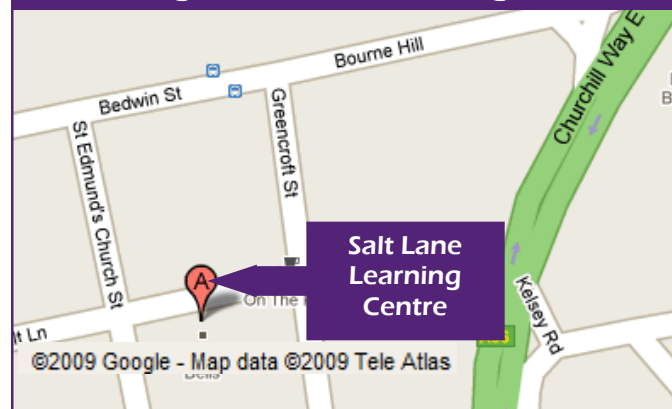
How we train

All our courses are very active and involve our learners by working along with tutor demonstrations and guidance. We emphatically do NOT have our learners working through books and we do like lots of questions. Illustrated notes are supplied where necessary to back up skills taught. Currently we use Microsoft Office 2003, but for non Office courses we aim to use free software, available from the Web.

Paying for your Course

Course fees are kept as competitive as possible, with fee reductions for those who qualify. If you think you may qualify for a reduction, please contact WCA direct. Course fees are payable in advance or via invoice distributed on the day.

Finding the Salt Lane Learning Centre



How to enrol

For further details or to enrol, please telephone 01722 421747 or email info@wessexcommunityaction.org.uk

**Greencroft House,
Salt Lane
Salisbury
SP1 1EG**

Telephone: 01722 421747

**Wessex
Community
Action**
Supporting
Community and Voluntary Activity

COMPUTER & PHOTOGRAPHY TRAINING



@ **Salt Lane
Learning
Centre**

**Wessex
Community
Action**
Supporting
Community and Voluntary Activity

February 2012

Files & Folder Management £25

Wednesday Feb 1st 13:30—16:30 1/2 day

Is finding files a mystery to you? Do you have problems understanding where your computer saves what you do? This ½ day course takes you through the use of Windows Explorer, creating folders, moving and copying files, and how to copy files to USB sticks, memory cards and CD's

Excel formulas £25

Wednesday Feb 8th 13:30—16:30 1/2 day

Excel is one of the most used programs, yet most people only use 20% of its capabilities. This ½ day course looks at the range of formulas and calculations that can be done within Excel. We'll cover working with text manipulation, dates, looking up values from another spreadsheet, counting and much more.

Essential Excel £50

Wednesday Feb 22nd 09:30—16:00 1 Day

If you like numbers, need to do maths, or like keeping lists, then Excel is for you! We'll start with some quick and easy calculations, introduce the idea of functions to do maths for you, smartening up your spreadsheet creating charts, and using a spreadsheet for list keeping. We'll also cover some good ideas for printing so you get it right first time.



"One of the best computer courses I have been on"

February / March 2012

Use Word with Style! £25

Wednesday Feb 29th 09:30—12:30 ½ Day

Do you use Word for longer documents? If so then have you learned how to leverage the power of styles to keep your text and layout consistent? Styles are a fundamental part of Word, if you master these then you are mastering Word!

Using Word's Drawing Tools £25

Wednesday Feb 29th 13:30—16:30 ½ day

If you need to produce posters, flyers or diagrams, have you had a look at the Drawing tools within Word? If not why not come along to this ½ day course to see what they can do for you.

Publisher in a nutshell £50

Wednesday Mar 7th 09:30—16:00 1 Day

Publisher is an excellent tool for producing posters, flyers, booklets and much more. This 1 day course takes you through the process of creating a publication from scratch. You'll learn how to bring in text from a word processor, insert and change photos and clip art, and create a variety of publications. This leaflet was created using Publisher!

On Demand Courses

We offer a broad selection of courses based on our learners needs and requests. If you have an idea or a particular requirement, do please get in touch and we will aim to run or offer it. Courses normally need a minimum of 6 to run.

March 2012

Access Essentials £50

Wednesday Mar 14th 09:30—16:00 1 Day

Access is the part of the office suite that can give the most headaches, yet it is the most powerful. This 1 day course takes you through the 4 main parts of Access so whether you are using an existing database, or want to set one up, this gives you the skills to get started.

Enhance and Edit your Photos £50

Wednesday Mar 21st 09:30—16:30 1 Day

So you know how to download your images and apply basic changes? Now move to the next level and meet Paint.net. This free software allows you to remove unwanted details, change colours, combine photos and much more! You'll meet and greet layers, apply type and colour, use two or three images to create a composite. Bring along some of your own images to play with to

"the training was excellent and relevant to my needs"

Training Providers

White Horse Computer Training

Run by Jonathan Gale FDS, White Horse has been delivering computer training and ancillary services for over 14 years. Jonathan holds a Foundation Degree in Computing, is a qualified trainer and holds Microsoft Office Specialist Master Instructor and ECDL Expert status. He also tutors the introductory photographic courses.