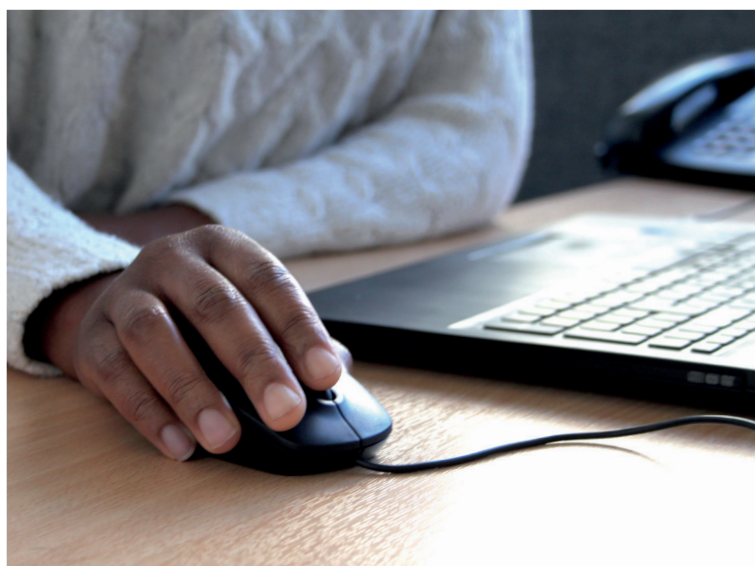




8 week ICT Level 1 course

Learn how to manage files, produce e-documents, and create spreadsheets, graphs and presentations



When?

Tuesday 20 February
to Friday 27 April 2018,
9.30am - 12.30pm

Days of week

Tuesday, Thursday and Friday

Where?

African Community School
Princess May Road, London
N16 8AJ

To book your place call: 020 7249 5748 or 07863 234832
or email: office@acschool.org.uk

* This workshop is funded by The Big Lottery Fund and European Social Fund for economically inactive and long term unemployed Black, Asian and Minority Ethnic (BAME) women who have the right to work in the UK.



Course aims and qualification

File management and e-document production

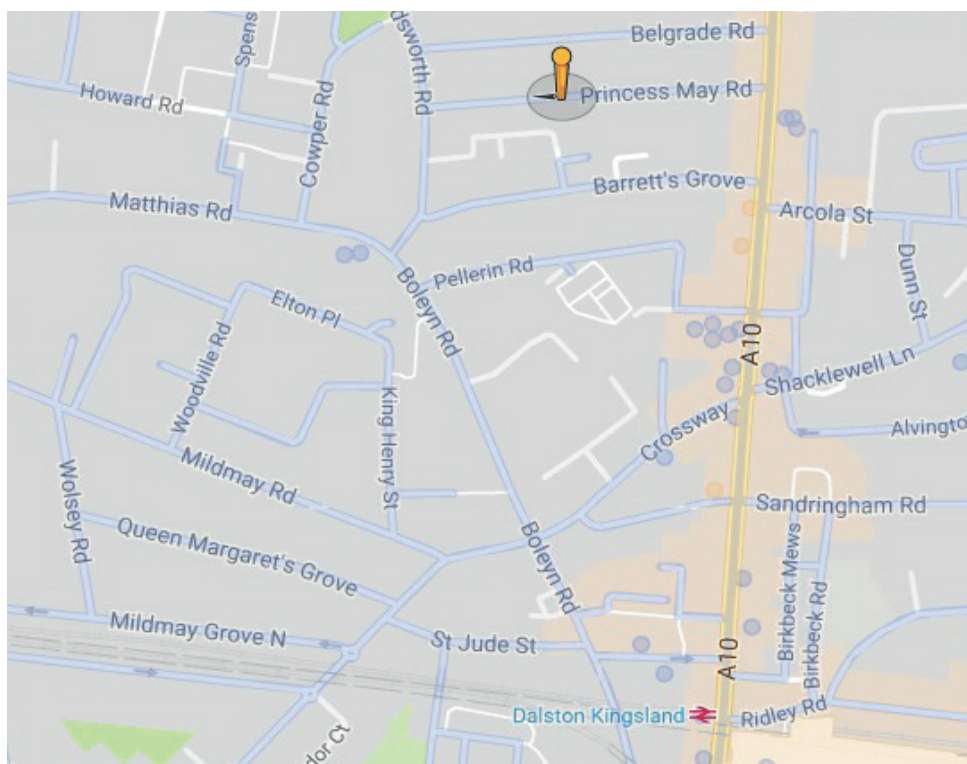
At the end of this course learners will be able to recognise different file formats; create folders and subfolders in Windows; rename and delete folders; use Microsoft Word to create page layouts and input text; format tabular data; search and replace text; indent text, apply tabs, align text, change line spacing; shade and apply borders to tables; save and print; use word count.

Creating spreadsheets and graphs

Identify and use spreadsheet and graph software correctly; use an input device to enter and edit data accurately; insert, replicate and format arithmetical formulae; use common numerical formatting and alignment; manage and print spreadsheet documents and graph and chart documents; produce pie charts, line graphs and bar/column charts; select and present single and comparative sets of data; set numerical parameters and format data.

Create an e-presentation

Identify and use presentation software correctly; set up a consistent slide layout; select fonts and enter text; import and insert images correctly; use the drawing tools to create basic shapes; format slides and presentation for consistency; re-order slides and produce printed handouts; manage and print presentation files.



African Community School, Princess May Rd, London, N16 8AJ