

# IT for All

## Courses available:

1. Introduction to a PC and Surfing the Web
2. More advanced internet/pc use incl downloading
3. Introduction to setting up and using email
4. Basic Word – writing a letter
5. More advanced Word – creating a poster
6. Introduction to Excel – Tables and charts
7. More advanced Excel – Spreadsheets/basic formulae
8. Basic Publisher – cards and banners
9. Introduction to basic photoshop – using MS Photos
10. More advanced photoshop – Gimp
11. Introduction to Facebook
12. Online Banking and Purchasing
13. Downloading programmes/images & using snipping tools plus manipulation for printing
14. Job Club first Wed of the month for help with writing effective CVs and Job Applications
15. Help and tips for Job Interviews
16. Privacy and security tips and software

If you wish to learn any of the above please ask and we will accommodate you. Also please ask about any other skills you may wish to learn.

***Thanks***