



MANDATE
ORGANISING &
TRAINING CENTRE

Computer Applications Basic Skills

QQI Level 4



This training course is designed for YOU!

WHAT YOU WILL LEARN:

- Word processing common uses for example: document formatting, graphics tables and mail merge.
- Create documents applying a range of processing features.
- Use proofing tools such as spell check, thesaurus and search/ replace.
- Learn File Management facilities.

Venue	Mandate Training Centre, Distillery Road, Dublin 3
Date	12 th September 2017
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members

Evening Courses take place one evening per week from **12th September 2017** for a duration of 12 weeks.

If you are interested please contact Mandate's Training Centre **before 12th August** on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC52017** Please see Mandate website for further Training courses at www.mandate.ie

Places are limited and are allocated on a first come first served basis and are open to Mandate members who are currently unemployed.

Information Technology Skills QQI Level 5



This training course is designed for YOU!

WHAT YOU WILL LEARN:

- Word Processing: Document Formatting, Graphics, Mail Merge.
- Create Documents applying a range of processing features.
- Use Proofing Tools such as spell-check, thesaurus and search/replace.
- Learn File Management.
- Use Windows Explorer.
- Open, edit, and print a document.
- Enter, edit and sort data.
- Insert and delete rows and columns in a worksheet.
- Enter formulae.
- Microsoft Outlook - Send and Receive e-mail messages.
- Microsoft Excel – Creating Spreadsheets.
- Microsoft PowerPoint – Preparing Presentations.

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Communications & Personal Development (CPD)

Gain a National Qualification with a QQI Level 5 Course and development your own skills and learn more about your rights and your society.



This training course is FREE & designed for YOU!

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Date	12 th September 2017
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members

Course Content:

- Communications skills; Public Speaking Skills, Better Writing Skills
- Finding the right information that will steer you in the right direction.
- Further understanding of the environment in which we live and work.
- The social, political and economic landscape of Trade Unions.
- Media ownership – who is telling you what and why?
- Social Media – What it is all about.
- How to write a good CV or application form.

Course Objective:

The objective of this course is to provide you with tools and techniques that will allow you to know more, learn more and develop yourself, your knowledge and your abilities for your own personal and professional development.

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If you are interested please contact Mandate's Training Centre before 12th August on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC72017** Please see Mandate website for further Training courses at www.mandate.ie

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