



**MANDATE
ORGANISING &
TRAINING CENTRE**

Computer Applications Level 4 Beginners Course



This 14 week training course is designed for YOU!

Course Content:

- **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.**

- **Day/Dates: Tuesday 20th September 2016**
- **Time: 6.30 - 9pm**
- **Venue: Mandate's Training Centre, Distillery House, Distillery Road, Dublin 3**
- **Training is free to Mandate Members**

Places are limited to 12 on a first come first served basis so to secure your place phone:

Mandate's Training Centre at 01-8369699

by 2nd September 2016