

Higher Level Computers - QQI Level 5



This 14 week training course is designed for YOU!

Course Content:

- Use Windows Explorer.
- Open, edit, and print a document.
- Create, open, close and save a worksheet.
- Enter, edit and sort data.
- Insert and delete rows and columns in a worksheet.
- Enter formulae.
- Microsoft Outlook - Send and Receive e-mail messages.
- Reply to / forward an e-mail.
- Move / delete a message.
- Access a web page.
- Use search engine tools (Google).
- Microsoft Excel – Creating Spreadsheets.
- Microsoft PowerPoint – Preparing Presentations.

- **Day/Dates: Wednesday 21th 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 Friday 2nd September 2016