

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.**

Venue	Mandate Training Centre, Distillery Road, Dublin 3
Date	16th January 2018 – 17th April 2018
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members

Evening Courses take place one evening per week from 16th January – 17th April 2018 for a duration of 14 weeks.

If you are interested please contact Mandate's Training Centre before 15th December 2017 on 01-8369699 or by email mandateotc@mandate.ie . 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.



**MANDATE
ORGANISING &
TRAINING CENTRE**

Higher Level Computer Training Advanced Word Processing



**This training course is FREE &
designed for YOU!**

VENUE:	Mandate Training Centre, Distillery Road, Dublin 3
DATE:	Wednesday 17th January 2018 –Wednesday April 18th 2018 (Each Wednesday Evening x 14 Weeks)
TIME:	6:30pm – 9:30pm

WHAT YOU WILL LEARN:

- **To manage a word processing application to include customising menus and toolbars and automating common tasks by using macros**
- **To utilise advanced file handling techniques**
- **To generate complex documents**
- **Organise information of different types within a document**
- **To format complex documents**
- **To edit complex documents using advanced editing techniques and tools**
- **To prioritise efficient work practices in relation to the use of the computer, printer and materials**
- **To take responsibility for own work and or the work of others while planning and adhering to timelines within a supervisory capacity.**

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Mandate Organising & Training Centre
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Distillery Road
Dublin 3

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General Secretary: John Douglas
Registered Number: 604T



Communications & Personal Development (CPD)

Gain a National Qualification with a QQI Level 5 course and develop your own skills and learn more about your rights & your society.



This training course is FREE & designed for YOU!

VENUE:	Mandate Training Centre, Distillery Road, Dublin 3
DATE:	Tuesday 16th January – Tuesday 17th April 2018 (Each Tuesday Evening x 14 Weeks)
TIME:	6:30pm – 9:30pm

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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