



MANDATE
ORGANISING &
TRAINING CENTRE

Computer Applications Level 4



This training course is designed for YOU!

Places are limited and are allocated on a first come first served basis.

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	Tuesday 12th January 2016 – Tuesday 29th March 2016
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members
Tutor	Ollie O'Connor

Contact: Mandate's Training Centre on 01-836 9699 or apply on line at www.mandate.ie

Training is free to Mandate Members but courses are also open to Mandate Members who are currently unemployed.