

Higher Level Computers - QQI Level 5



This training course is designed for YOU!

- Evening Training.
- Training is free to Mandate Members.
- Places are limited.
- Courses are also open to Mandate Members who are currently unemployed.
- Venue: In a location near your workplace.

WHAT YOU WILL LEARN:

- 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.

Please contact Mandate Training Centre on 01-8369699 Or Email mandateotc@mandate.ie to book your place.

All courses need a minimum of ten participants and may form in your area based on the level of interest. The Mandate Organising and Training Centre will determine the location and delivery of courses.