

Getting to Grips with Computers

10 Wednesdays from Wednesday 20th January to Wednesday 23rd March between 9.30am and 12.30pm.
UNISON Regional Office, Pilgrim Street, Newcastle upon Tyne NE1 6TH

Are you unsure about computers or even feel they are not for you?

Are you someone who has found their own way around but are still unsure how to use the tools effectively? Do you know what you are doing but have never put yourself forward for a qualification?

Then this course may be for you. It is suitable for beginners through to advanced and will give you the opportunity to achieve a qualification in IT.

Spanning 30 hours, the course is available to all UNISON members in the Northern region.

This is a **free** course and those completing will have access to achieving a level 1 or level 2 qualification called an 'Award'.

The course will cover:

Email: creating an account, creating rules, management of your current account, creating folders etc

Microsoft Office 2007/2010: Using Word, creating tables etc; using Excel, creating bar charts etc; security, storing files, different drives; protecting your own computer etc; workstation safety; maintaining your pc at home and internet security / protection for children, creating Powerpoint presentations etc

Available to UNISON members as well as reps and other activists, the course is offered by the Workers Educational Association (WEA) and will take place at the UNISON regional office in the centre of Newcastle (with very handy parking and public transport links). It is delivered in an informal way.



To book a place on this course please click here:
www.bridgestolearning.org.uk/workshops-conferences