

Booking form

Name _____

Address _____

_____ Phone no _____

Please enrol me on the Computer Day on Thursday 25th October at Finnich Malise, Croftamie.

I enclose a cheque for £70 per person made payable to Heartsease Solutions Ltd.

Please circle one

I use Windows **Vista** / **XP** **other** (please specify) _____

I will bring my own **laptop computer/ desktop PC / please provide a PC**

Please select the programs you use and your level of expertise (0 = don't use; 9 = expert)

WORDPROCESSING

Microsoft Word 0 1 2 3 4 5 6 7 8 9

Wordperfect 0 1 2 3 4 5 6 7 8 9

Lotus Amipro 0 1 2 3 4 5 6 7 8 9

StarOffice 0 1 2 3 4 5 6 7 8 9

OpenOffice Writer 0 1 2 3 4 5 6 7 8 9

SPREADSHEETS

Microsoft Excel 0 1 2 3 4 5 6 7 8 9

Lotus 123 0 1 2 3 4 5 6 7 8 9

OpenOffice Calc 0 1 2 3 4 5 6 7 8 9

At the end of the course, I would like to be able to:

I would also like to learn about:

Please return form to Su Floyd, Kintillo, 36 Suffolk Street, Helensburgh G84 9PB
Phone 01436 671224

Refunds: cancellation > 14 days before: 75% refund; > 7 days: 50% refund; >2 days: 25% refund. No refund if cancelled within 48 hours.