

How to get things done on your computer

One-day workshop-style course at _____.

On completion you should:

- have an overview of the different programs within an 'Office' suite (whether Microsoft, Lotus, OpenOffice or other), what job each is designed to do and how they can interact
- be able to create, edit, store and retrieve documents on your computer
- with your WORD PROCESSOR, know how to
 - format text and paragraphs and using *styles*
 - use tables, bullet points and columns
 - insert images
- with your SPREADSHEET program, know how to
 - use headings, manipulate rows and columns (including sorting)
 - use simple formulae across multiple sheets and print your work
- be able to print labels from a mailing list

Along the way you will learn

- how to use the Help facility
- what templates are for
- why backups are vital
- how to explore other features and customise your programs

Attendees will work on a series of projects of increasing complexity – formatting a letter, summarising income and expenditure on a spreadsheet, designing a simple brochure or newsletter, and working with MailMerge.

Working documents for each project will be provided on CD to save typing time, along with "finished" documents which can be reviewed at home.

We strongly recommend you bring your own PC so that you retain the customisations you will learn through the day.

The workshops will start at 10 am (coffee from 9.30) and end at 4 pm. Lunch will be provided – please let us know in advance if you have any special dietary requirements.

There will be two or three tutors, depending on numbers of attendees (minimum 5, maximum 10)

Booking form:

Name _____

Address _____

_____ Phone no _____

Please enrol me on the Computer Dayschool on _____ at _____

I enclose a cheque for £75 made payable to Heartsease Solutions Ltd.

please circle one

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

I use Windows **7 / Vista / XP / other** (please specify) _____

Linux / Mac

Please select the programs you use and your level of expertise (0 = absolute novice; 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

I would like to learn (0 - please don't waste my time 9 - I really want to learn about this)
understanding jargon (software, hardware, RAM, ROM, bytes)

0 1 2 3 4 5 6 7 8 9

what I need on my computer and how it works together

0 1 2 3 4 5 6 7 8 9

creating templates (please also circle the ones which interest you)

letters invoices newsletters mailing lists

0 1 2 3 4 5 6 7 8 9

What would you most like to achieve at the course?
