

Information and Communication Technology Courses (ICT) for Business

@ Bracknell & Wokingham College

How to do more with Microsoft Office:

Word

Excel

PowerPoint

Outlook

Photoshop

Internet



	Beginner	Interme- diate	Advanced	Page
Introduction to Information Technology	●			2
Word Processing using Microsoft Word	●	●	●	2-3
Spreadsheets using Microsoft Excel	●	●	●	4-5
Presentations using Microsoft PowerPoint	●	●	●	5-6
Email communication using Microsoft Outlook	●	●		7
Information using the internet	●	●		8
Photoshop	●	●		9-10
Budget price per course	£795	£875	£975	

Budget price - All courses require specific quotes against client specification.

Recommended group size for optimum learning is a maximum of six students. Prices apply for standard course delivery. Most courses can also be tailored to meet your specific business needs.

All courses are six hours long and can be delivered in either:

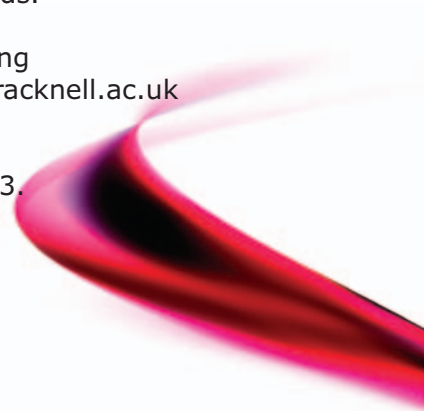
1 x 6 hour session

2 x 3 hour sessions

Courses can be extended or tailored to your needs.

Please contact us to discuss your business training needs further on 0844 701 8304 or business@bracknell.ac.uk
www.bracknell.ac.uk/business

For general part-time courses call 0845 330 3343
www.bracknell.ac.uk



Title: Introduction to Information Technology

Level: Beginner

Description: This course provides an introduction to the basic concepts of Information Technology. Participants will gain knowledge of:

- Components of the computer
- Computer jargon and terminology
- Data storage and memory
- Health, safety and security
- Organisation and management of files, directories and folders
- Introduction to software applications.

Prior

knowledge: None

Title: Word Processing – Using Word

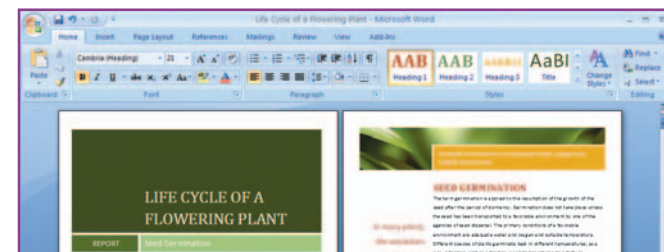
Level: Beginner

Description: This course is designed to introduce users to Microsoft Word. Participants will learn how to create, modify and print documents. The course covers:

Getting started; Creating and editing documents; Moving and copying text; Formatting characters and paragraphs; Creating and managing tables; Controlling page layout; Creating headers and footers; Proofing and printing documents.

Prior

knowledge: A basic understanding of PCs and familiarity with the layout of a PC-style keyboard, mouse and Windows is required.





Title: Word Processing – Using Word

Level: Intermediate

Description: This course will teach students how to create sophisticated documents using Microsoft Word incorporating graphics, tables, borders, lists and sections. Students will also learn how to speed up document creation and ensure accuracy using the proofing and productivity tools available.

The course covers:

Working with sections and columns, formatting tables, importing data and creating charts, working with styles, headers and footers, printing labels and envelopes, introduction to mailmerge, working with pictures and images, document templates, tracking changes, comments and comparing document versions.

Prior knowledge: Familiarity with the basic features of Word.

Title: Word Processing – Using Word

Level: Advanced

Description: This course is designed to allow users to work with Word's advanced features. Practical exercises will give participants the chance to create their own templates and styles, work with long, complex documents and use Word's desktop publishing and mailmerge tools. The course covers: Using mailmerge, working with forms, working with large documents, creating macros, customising menus and toolbars, using XML features in Word.

Prior knowledge: A good working knowledge of Word (including proofing, auto correct tools and internet features). An understanding of word processing requirements from your workplace would also be beneficial.



Title: Spreadsheets – Using Excel

Level: Beginner/Introduction

Description: This course introduces the essential main features of Excel. The course covers: Getting started, creating a spreadsheet, entering, editing and saving data, modifying a worksheet, formatting worksheets, using formulas, using functions, printing, charts.

Prior knowledge: Knowledge of using PCs in the Microsoft Windows environment.

Title: Spreadsheets – Using Excel

Level: Intermediate

Description: This extends to more sophisticated worksheets that incorporate advanced formatting options, formulae, charts and graphs. The course will cover: Using large worksheets, using multiple worksheets and workbooks, customising toolbars and menus, advanced formatting, using lists, documenting and auditing, using templates, importing objects, creating graphs and charts.

Prior knowledge: Knowledge of using PCs in the Microsoft Windows environment. Participants should also have experience of creating, formatting and printing worksheets with Microsoft Excel.

	June	July	August	September	Total
Housing	1200	1200	1200	1200	1200
Food/Groceries	744	750	550	780	780
Transportation	350	240	400	280	280
Fuel	260	200	340	260	260
Entertainment	378	350	300	679	679
Clothing	180	110	100	110	110



Title: Spreadsheets – Using Excel

Level: Advanced

Description: This course will give students the ability to create advanced spreadsheets using the full range of Microsoft Excel tools and features. The course covers:
Advanced formulas, advanced data handling/lookups and data tables, advanced list management, Pivot tables, charts/dynamic crosstabs, exporting and importing, working with macros, interactive web pages, using SharePoint services, linking data or charts, functions.

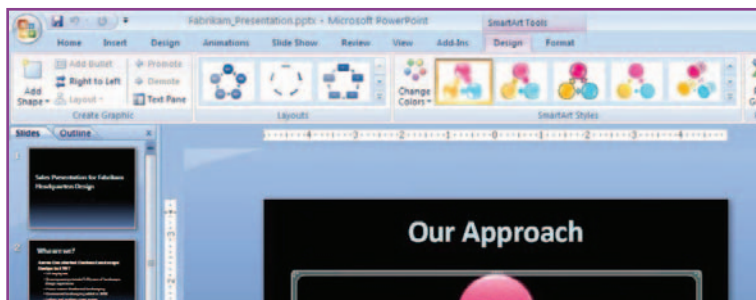
Prior knowledge: Knowledge of Microsoft Excel and students must be able to create, format and print workbooks using basic mathematical, financial and logical functions, multiple worksheets, charts and data lists.

Title: Presentation – Using Powerpoint

Level: Beginner

Description: This course provides an introduction to PowerPoint and enables the participant to build simple presentations. The course covers:
Getting started, building new presentations, saving presentations, working in the outline tab, rearranging and deleting slides, using slides from other presentations, formatting slides, printing.

Prior knowledge: A basic understanding of PCs and familiarity with the keyboard, mouse and Windows is required.



Title: Presentation – Using PowerPoint

Level: Intermediate

Description: This course teaches how to get the most out of PowerPoint's powerful features. Participants will be able to customise and style presentations, create sophisticated on-screen shows and print their presentations. The course covers:
Using drawing tools, working with graphics, using tables and charts, modifying presentations, proofing and delivering presentations.

Prior knowledge: Basic knowledge of PowerPoint is required with the ability to create, format, deliver and print a PowerPoint presentation.

Title: Presentation – Using PowerPoint

Level: Advanced

Description: This course will enable participants to create more advanced presentations using PowerPoint's advanced features. The course covers:
Using templates, animation, hyperlinks, importing/exporting, considerations, slides; pictures, images and drawn objects, charts/graphs, multimedia; managing presentations; relating information, building custom presentations, using organisation charts and tables, advanced presentation techniques, advanced presentation delivery options, customising the environment, integrating PowerPoint with other Microsoft packages.

Prior knowledge: A good working knowledge of PowerPoint is required. Students should be able to create, format, deliver and print a PowerPoint presentation that incorporates text, graphics and drawings.



Title: Communication - Using Outlook

Level: Beginner

Description: This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Outlook to compose and send email, schedule appointments and meetings, manage contact information and tasks and use notes. The course covers:
Getting started, email, email accounts, email messages, handling messages, managing emails, printing messages, address books, managing contacts, tasks, appointments and events, meeting requests and responses, customising Outlook.

Prior knowledge: No previous experience of Outlook is required, but delegates should have a basic understanding of PCs and using Microsoft Windows to start an application, get help, and open, close and save files.

Title: Communication - Using Outlook

Level: Intermediate

Description: This course is designed for experienced Outlook users who need to learn how to customise their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items. The course covers:
Customising Outlook, searching, filtering and customising messages, organising the inbox, setting rules, managing your mailbox, alternate email methods, the Notes folder, the Journal folder, the Calendar folder, the Contacts folder, Business Contact Manager, working with templates and forms, Outlook components, importing and exporting data, public, shared, and offline folders, newsgroups and email security.

Prior knowledge: Experience of using Microsoft Outlook as a desktop information management tool is required. You should also be able to use basic functions of Outlook to create messages, contacts, appointments, and meeting requests and to customise views.



Title: Information – Using the Internet

Level: Beginners/Introduction

Description: This course will help participants to use the internet to accomplish basic web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports.

Prior knowledge: A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Title: Information – Using the Internet

Level: Intermediate

Description: This course will help participants to use more advanced features of the internet to accomplish basic Web search tasks using a Web browser application and available search engine tools.

This course will introduce the basic elements of HTML (Hypertext Markup Language) and it's XML-compatible variant, XHTML, the standards which determine the structure and use of web pages; teach best practice in vendor-neutral, standards-compliant, cross-platform, and completely transferable skills; enable participants to produce a basic web presence.

On completion of this course, students should be able to produce standards compliant website design which works with any of the well-known packages in this field.

Prior knowledge: Experience of using the Internet to carry out basic web searches.

Please note Outlook and Internet courses require an internet connection and may incur additional setup costs dependent on location.

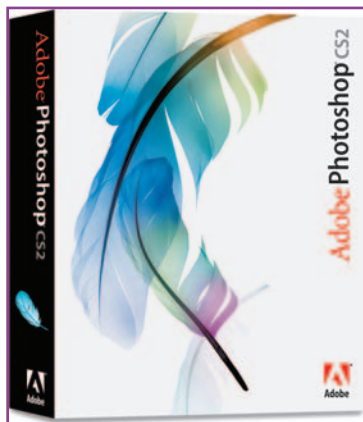


Title: Photoshop

Level: Beginners

Description: This course is designed to introduce Photoshop to new users and to introduce the basics of photo-management. This course will include the following:
Scanning techniques using the flat bed and slide/negative 35 mm scanner.
Importing images from a digital camera using a Compact Flash/Smart Media Card reader.
File compression ie JPEG and find out what image resolution produces the best prints.
Explore the Photoshop toolbox examining how each tool functions including the selection tools and the rubber stamp tool (for cloning).
Removing unwanted items from photographs such as TV aerials. Adjusting colour casts in photographs and improving hue and saturation.
Adding text to a photo.
Producing prints and looking at various back-up systems.

Prior knowledge: Basic computer skills essential.



Title: Photoshop

Level: Intermediate

Description: Working with layers to make a composite image from three different pictures.
Adding text to a layer and enhancing it with a drop-shadow.
Merging a colour photograph with a black and white photograph.
Looking at the benefits of a duplicate layer in creating soft focus portraits.
Correcting converging verticals to straighten up buildings.
Special effects to create stunning and unusual images.

Prior knowledge: Basic knowledge of Photoshop is required.

