

Course Details



Thursday, 30 September – 6.30 – 8.00

Course Title: Microsoft PowerPoint 2007 - Beginners

Course Length: 8 weeks

This practical course will introduce the trainee to PowerPoint 2007. It will provide “hands on” experience of many of the features found in this programme. The course covers:

- Fundamentals
- Creating Presentations
- Formatting
- Organisation Charts
- Images
- Tables and Charts
- Animation
- Use AutoShapes
- Insert WordArt
- Slide Formatting
- Slide Show Features
- Using action buttons
- Using the Master Slide



Thursday, 30 September - 6.30 – 8.00

Course Title: Introduction to Web Design using Dreamweaver

Course Length: 8 weeks

This course is for anyone who wants to learn how to build and maintain simple websites, using purpose built software. The course covers:

- Creating a Website
- Defining a Web Site
- Creating a Web Page
- Formatting a Web Page
- Organising Files and Folders
- Adding Design Elements to Web Pages
- Inserting Images
- Inserting Tables
- Working with Links
- Creating Hyperlinks
- Creating Email Links



Course Details



Thursday, 30 September – 6.30 – 8.00

Course Title: Introduction to Digital Photography

Course Length: 4 weeks

Course Fee: £50

The Digital Photography course covers gives an introduction to this evolving technology and looks at **basic** image manipulation. The course is run over 4 weeks and the prospectus covers:

- Different types of camera – choosing the correct one for you.
- How images are processed – a bit of the technology.
- Storage of images – Image size and storage media.
- Basic image manipulation – cropping, basic fixes and use of the clone option.

Students will be able to use their own digital cameras or these may be provided.

All courses £70 unless otherwise stated

To register or to discuss your requirements please call Kate O'Connor on 01672 519537, email conference@stjohns.wilts.sch.uk or download a booking form from: http://www.stjohns.wilts.sch.uk/PL+D/ICT_booking_form.pdf

IT EVENING COURSES

@ST JOHN'S

Starting in September 2010



If you find that courses starting in September do not meet your needs then we would still like to hear from you as we are also looking at more flexible approaches to learning.

Course Details



Tuesday, 28 September – 6.30 – 8.00

Course Title: Computing - The Basics

Course Length: 5 weeks

Course fee: £50

This Course will cover the absolute basics. This short course is ideal for those who have no knowledge of computing or just a little and wish to improve on what they know. The course covers:

- Getting to know the computer
- File organisation
- Basic word processing
- Finding information using the Internet
- Introduction to e-mail and online communications
e.g. MSN and Skype
- Internet Security
- Using the Internet to save you money.....

Tuesday, 28 September – 6.30 – 8.00

**Course Title: Microsoft Excel 2007
- Beginners**

Course Length: 8 weeks



This practical course will introduce trainee to Excel 2007. It will provide “hands on” experience of many of the features found in this programme. The course covers:

- Fundamentals
- Spreadsheet Principles
- The Excel Screen
- Menus/Toolbars
- Taskbar

Course Details



- Managing workbooks
- Spreadsheet Modelling
- Using Formulas and Functions
- Cell referencing
- Page Setup/Margins
- Headers and Footers
- Gridlines and Headings
- Formatting Cells
- Formatting Worksheets
- Create, Format and Print Charts
- Sorting and filtering
- Conditional formatting
- Protecting a worksheet

Tuesday 28th September—6.30 –8.00

Course Title: Buying and Selling on eBay

Course Length: 4 weeks

Course fee: £40

A course for those setting out on eBay – covers buying and selling. Not for those looking to start an eBay shop.

- Create an account
- Search for items
- Watch an auction
- Place a bid
- Paying for an item
- Place an item for auction
- Upload images and write a description
- Use different selling tools
- Paperwork
- Accepting payment and posting items



Course Details



Thursday, 30 September – 6.30 – 8.00

**Course Title: Microsoft Word 2007
Beginners**

Course Length: 8 weeks



This practical course will introduce the trainee to Word 2007. It will provide “hands on” experience of many of the features found in this programme. The course covers:

- Fundamentals
- Creating Documents
- Formatting Text
- Editing Text
- Advanced Editing
- Page Layout
- Printing
- Tools
- Formatting Paragraphs
- Insert and Delete Pictures
- Move and Resize Pictures
- WordArt
- Working with tables
- Format Painter
- Spelling and Grammar Options
- Searching and Replace Text
- Thesaurus and AutoCorrect
- Symbols

