

Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Tues	13/09/2011	20/09/2011	6.30pm	9.00pm
Level of Study	Introduction				
No. of weeks	2				
Hours per week	2.5				
Course Fee	£14 for 2 weeks. (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre).				
Additional costs	N/A				
Qualification aim	Non-accredited				
Who is it for?	People who want to make the switch from using Word 2003 to Word 2010 confidently.				
Course aims	Update word processing skills using Microsoft Word 2010				
Course content	<p>Learn new Microsoft Office 2010 features to make editing word processing documents easier.</p> <p>Become familiar with toolbars and the ribbon</p> <p>Save files in different formats</p> <p>Insert headers and footers</p> <p>Use text styles and Smart Art</p>				
Other information related to the course	Tutor guided course in a classroom setting. There is no formal assessment.				
What do I need to bring?	Folder, note pad and pen.				
Where next?	<p>OCR Level 1 ITQ (CLAiT)</p> <p>Buying and Selling on the Internet</p> <p>Cyber Bullying</p> <p>First Steps in Photoshop</p> <p>PC Maintenance and Repair</p> <p>OCR Level 1 in Administration</p>				

How to enrol	Fill in an enrolment form and return to the relevant centre with your payment or proof of benefit. Alternatively go to the centre to enrol in person.
Website:	www.khsclc.co.uk
	29 June 2011