



Canterbury District  
Voluntary Action and Support

## CaDVAS IT Training November 2010 - July 2011

In response to demand, we are expanding our **IT training** provision with monthly courses continuing at **Thanington Neighbourhood Resource Centre** and additional courses starting at **Hersden Neighbourhood Centre**.

At **Thanington**, we'll be concentrating on delegates who need to use, or are already using later technologies such as **Windows 7** and **Office 2007**, whereas at **Hersden** we'll be concentrating on users of **Windows XP** and **Office 2003**. And on many of the courses, delegates will have the option of access to a complementary online Microsoft e-learning course on their workshop subject.

Late 2010 will see the option to work towards taking the examination for the prestigious **Microsoft Office Specialist** qualification.

The trainer is **Ken Baughan**, who is a **Microsoft Certified Trainer** who has been teaching IT at all levels since the 1990s, and likes to keep training sessions simple, relevant and practical. Comments from participants on courses Ken has delivered for us over the past year include:

- Trainer was user friendly
- Ken explained things well and was easy to understand
- Ken is an extremely good facilitator and trainer; the pace and content were extremely good.
- Great to have a Tutor that is approachable, fun and genuinely interested

Due to increased costs, we have had to raise the **course fees** to **£35** per person. We realise that this is quite a significant rise but hope you will agree that this remains a very competitive price and still represents good value for money.

What's more, we are able to offer delegates who complete **5** sessions (any combination over the two centres) a copy of **Microsoft Office Home and Student 2007** edition retailing at £80.00, **free of charge!** In addition, from September 2010, delegates will also receive a **free Microsoft Element K Online** course in the same subject as their workshop.

To apply for any of these courses please contact Sue Tucker on 01227 452381, 07595 543411 or [sue@cadvas.org](mailto:sue@cadvas.org) with your name, your organisation name and your contact details.

**Courses at Thanington:** all courses will run from 9.30am – 12.30pm.

**Thurs 18th Nov 2010: Computer Maintenance and Upgrading Performance for Free Using Windows XP**

**Weds 15th Dec 2010: Spreadsheets (Excel 2007) for Beginners**

**Thurs 13th Jan 2011: Databases (Access 2007) for Improvers**

**Weds 16th March 2011: Using Windows 7**

**Thurs 14th April 2011: Excel 2007 for Improvers**

**Weds 18th May 2011: Word 2007 For Improvers**

**Weds 15th June 2011: Outlook 2007 for Improvers**

**Thurs 14th July 2011: Presentations (PowerPoint 2007) for Improvers\***

*(\* this course was originally planned for February 2011)*

**Courses at Hersden:** all courses will run from 9.30am – 12.30pm.

**Fri 26<sup>th</sup> November 2010: Computer Maintenance and Upgrading Performance for Free Using Windows XP**

**Tues 25<sup>th</sup> Jan 2011: Spreadsheets (Excel 2003) for Improvers, Part 2**

**Thurs 31<sup>st</sup> March 2011: Databases (Access 2003) for Improvers, Part 2**

**Tues 26<sup>th</sup> April 2011: Presentations (PowerPoint 2003) for Improvers**

**Thurs 26<sup>th</sup> May 2011: How to Look Like an Expert with Windows XP**

**Tues 28<sup>th</sup> June 2011: Excel 2003 for Improvers, Part 1**

**Thurs 28<sup>th</sup> July 2011: Word 2003 For Improvers**

**Tues 23<sup>rd</sup> Aug 2011: Outlook 2003 for Improvers**

**Thurs 29<sup>th</sup> September 2011: Databases (Access 2003) for Beginners**

## **COURSES AT THANINGTON**

**Thurs 18th Nov 2010: Computer Maintenance and Upgrading Performance for Free Using Windows XP**

A short course aimed at showing basic users how to look after their computers and keep them running more quickly, more reliably, more often. Learn how to create and implement a basic maintenance plan, as well as how the defragment a hard drive, clear your internet cache, remove unwanted programs, and download, install, use maintenance programs.

**Weds 15th Dec 2010: Spreadsheets (Excel 2007) for Beginners**

Need to do basic financial analysis or maintain records? Excel 2007 is the answer. We'll show how to quickly and simply find your way around, add and edit data, do some basic data-entry automation, cut, copy, and move data, printing, saving, and filing. By the time you finish, you'll have created a basic work budgeting spreadsheet you can use to keep a closer eye on your expenditure and income.

### **Thurs 13th Jan 2011: Databases (Access 2007) for Improvers**

Got a grounding in Access 2007 and want to turn record keeping into record analysis? This practical workshop will show you how to pose your database specific questions, carry out basic mathematical sums, speed up data input and reduce errors, and use the results to produce business information you can make informed decisions about.

### **Weds 16th March 2011: Using Windows 7**

This workshop is designed for users of earlier versions of Microsoft Windows who want to learn how to use their best operating system yet to save themselves lots of time and stress, make themselves more productive, and how use some of the really cool features that make you look like a computer genius!

### **Thurs 14th April 2011: Excel 2007 for Improvers**

Want to do more with Excel? Write formulas? Make calculations automatic? Create and use Graphs and Charts? Automatically analyse data to make financial predictions or "what if?" scenarios. This workshop will show you how to create a business-ready analysis spreadsheet you can take away to start really getting a grip on your finances.

### **Weds 18th May 2011: Word 2007 For Improvers**

We can all use Word...can't we? Well, what if you've been doing things the long way round and didn't know it? How about Mail Merge? Sort out formatting problems automatically? Create envelopes and labels? Work with templates instead of doing everything from scratch? Automatic formatting of text, columns, and pictures? This workshop will show you how, step-by-step.

### **Weds 15th June 2011: Outlook 2007 for Improvers**

Outlook? That's just email, isn't it? Er, no. How about being able to set automatic reminders for the things you're always forgetting to do? Arrange meetings automatically? Or maybe get Outlook to file, automatically reply, or even delete, specific email? Use the address book? Create an electronic business card? Maybe even use it to set and monitor ongoing jobs at work? And did you know you can have all your other email sent there automatically instead of juggling 3 different email accounts. We'll show you how.

### **Thurs 14th July 2011: Presentations (PowerPoint 2007) for Improvers**

A short course with the aim of improving your overall use of PowerPoint, both from a technical and a "personal presentation" viewpoint. Learn how to use the Slide Master to create and impose standardised designs, insert sound, and even film clips, as well as fully-functional Excel spreadsheets. Delegates will create an interactive PowerPoint Advert that can be used at exhibitions, on displays, or anywhere else where you want technology to advertise your services.

# COURSES AT HERSDEN

## **Friday 26<sup>th</sup> Nov 2010: Computer Maintenance and Upgrading Performance for Free Using Windows XP**

A short course aimed at showing basic users how to look after their computers and keep them running more quickly, more reliably, more often. Learn how to create and implement a basic maintenance plan, as well as how to defragment a hard drive, clear your internet cache, remove unwanted programs, and download, install, use maintenance programs.

## **Tues 25<sup>th</sup> Jan 2011: Spreadsheets (Excel 2003) for Improvers, Part 2**

Designed for delegates who have already completed the initial Excel 2003 for improvers course, we'll show you the really cool stuff in Excel, and how to use it. How about designing Excel data entry forms with drop down options so that people can't accidentally ruin your spreadsheet. What about putting a working Excel worksheet inside a Word document or a PowerPoint presentation? What about creating and using a Macro that will, once you show it how, carry out a series of repetitive tasks in one go?? And how about being able to create three-dimensional graphs and charts that automatically update and summarise your work without your audience getting eyestrain and needing to go to Specsavers? And did you know that with a super-secret code, I'll show you how.

## **Thurs 31<sup>st</sup> March 2011: Databases (Access 2003) for Improvers, Part 2**

Designed for delegates who have already completed Databases (Access 2003) for Improvers, Part 1, this is designed to take your knowledge to the next level. We'll be looking at more advanced features, such as the ability to create labels for envelopes and letters, and how to use Access with Word to create a mail merge so that you can send out personalised mailshots. We'll also be taking a deeper look at linking tables together to provide summaries, building calculated queries so that you can get Access to do basic maths (like work out an invoice), creating a switchboard so you can present novice users with a welcome screen with push-button choices like "Enter a new customer's details", or "Print me a report about X" And if that's not enough, we'll take a look at basic Macros so that you can make Access carry out a series of instructions automatically.

## **Tues 26<sup>th</sup> April 2011: Presentations (PowerPoint 2003) for Improvers**

A short course with the aim of improving your overall use of PowerPoint, both from a technical and a "personal presentation" viewpoint. Learn how to use the Slide Master to create and impose standardised designs, as well as inserting sound, and even film clips, as well as fully-functional Excel spreadsheets. Delegates will create an interactive PowerPoint Advert that can be used at exhibitions, on displays, or anywhere else where you want technology to advertise your services.

## **Thurs 26<sup>th</sup> May 2011: How to Look Like an Expert with Windows XP**

You're still doing things the long way round, right? Using the mouse instead of the keyboard shortcuts? Losing files and folders? Think Movie Maker is a Removals Firm? You're not alone. 90% of computers users have never had any formal training. This session will focus on tips and tricks so that you can do more, stress less, and wow the kids.

## **Tues 28<sup>th</sup> June 2011: Excel 2003 for Improvers, Part 1**

Want to do more with Excel? Write formulas? Make calculations automatic? Create and use Graphs and Charts? Automatically analyse data to make financial predictions or "what if?" scenarios. This workshop will show you how to create a business-ready analysis spreadsheet you can take away to start really getting a grip on your finances.

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## **Thurs 29<sup>th</sup> September 2011:Databases (Access 2003) for Beginners**

Still using Excel for everything?? This course is designed for delegates who are new to Databases and who will be using Access 2007. We'll show you how to quickly and simply set up a basic database to record and manage a group of clients and customers to make record-keeping simpler and less time-consuming.