

# Computer Training



[www.tradeunioneducation.net](http://www.tradeunioneducation.net)

## FREE ICT courses at St Thomas More

The courses cover the full MS Office suite including Word, Excel, PowerPoint, Outlook, Publisher and Project



Intro to ICT Level 1 Award

This 35 hour (12 sessions) ICT course will cover

- File management
- Working with Word files
- Creating an Excel Spreadsheet
- Working with and formatting your data
- Using search internet engines
- E-Mail attachments and groups
- Creating and presenting using PowerPoint

## ICT course at St Thomas More

The skills you develop will assist you in:

- writing reports
- sending and receiving emails,
- giving presentations
- storing and using data
- producing leaflets
- planning a project

All courses are accredited learners can receive Level One and Two Awards, leading to a Level 2 Certificate.