

FREE Computer Courses

<p>Mail Merge with Confidence Mon 7 June x 5 weeks 9.30 a.m. to 12.00 p.m. Code: GOA1A05</p>	<p>For those who want to be able to use the Mail Merge feature in Word. Includes data sources, tables, creating labels etc</p>
<p>Access 2007 for Beginners Weds 9 June x 5 weeks 9.30 a.m. to 11.30 a.m. Code: GOA3A03</p>	<p>Gain knowledge on databases, tables, structure and layout. Also, extract information using one or more criteria using queries.</p>
<p>Powerpoint 2007 for Beginners Thurs 10 June x 4 weeks 7.00 p.m. to 9.30 p.m. Code: GOA4Z02</p>	<p>Feel confident in creating a presentation. Includes layout, formatting, text, graphics manipulation and animation.</p>
<p>Designing with Word 2007 Fri 11 June x 5 weeks 9.30 a.m. to 12.00 p.m. Code: GOA5A03</p>	<p>Increase confidence in desktop publishing features using Word 2007. Gain skills to be able to produce a range of documents.</p>
<p>Excel 2007 for Beginners Fri 11 June x 5 weeks 12.30 p.m. to 3.00 p.m. Code: GOA5L01</p>	<p>Explore the basic functions of spreadsheets. Includes creating a table, basic formulae, functions, formatting options and charts.</p>
<p>Facebook - Is it for me? Mon 14 June x 2 weeks 7.00 p.m. to 9.30 p.m. Code: GOA1Z07</p>	<p>Get to grips with this social networking site. Learn the basic features and whether it will be useful for you or your group.</p>
<p>Word 2007 - Additional Features Weds 16 June x 3 weeks 7.00 p.m. to 9.30 p.m. Code: GOA3Z01</p>	<p>Is Word 2007 hard to follow? This course will help you recognise the ribbon functions, manipulate text, formatting tools etc.</p>
<p>Outlook 2007 for Beginners Tues 6 July x 2 weeks 7.00 p.m. to 9.30 p.m. Code: GOA2Z01</p>	<p>Increase your confidence in using Outlook as an e-mail editor. Explore advanced functions such as appointments, calendars etc.</p>

To book a place simply call
0800 783 7733

<p>Community Forums - what's in it for me?</p> <p>Weds 10 March, 9.30 a.m. to 12.00 p.m. Thurrock Learning Shop Code: OUTA3A03</p>	<p>Heard a lot about Community Forums but still not sure how you might benefit from getting involved? This session will explore why Forums are important to all residents of Thurrock. It will cover ways of finding out information and how to influence decisions that affect you.</p> <p>It will also explain about the funding available to improve your area and benefit your community.</p>
<p>Improve Your Writing Skills</p> <p>2 week course Friday 19 and 26 March 9.30 a.m. to 12.00 p.m. Grays Adult Education Centre Code: NLA5A02</p>	<p>Do you need to write letters, e-mails or reports on behalf of your organisation? Has your confidence in your writing skills put you off getting more involved in activities? Do you write extra long sentences, are you not sure what punctuation to use and when, or do your spellings let you down? If so then this course is definitely for you.</p> <p>It will help you feel more confident about your writing ability. During the course you will explore punctuation, common spellings, paragraphs, sentences etc. You will also have the chance to look at the writing skills needed to produce formal and informal documents.</p>
<p>What Does That Mean? - Jargon & how it all fits together!</p> <p>Monday 22 March, 7.00 p.m. to 9.30 p.m. Grays Adult Education Centre, Code: NLA1Z05</p>	<p>This is for you if you are confused by all the words and phrases used by other people at meetings or in things you read. It will help you get to grips with the jargon so you feel more confident to speak up and get involved.</p> <p>This session will also help you gain information about and understand the different agencies, initiatives and partnerships around - locally, regionally and nationally.</p>

**To book a place please phone
0800 783 7733 or 01375 372476**

Can't find what you are looking for?

If so, tell us your idea for a training session and we may be able to include it in our next training programme running April to July 2010.

Don't forget that if you have a group of people who are interested in the same training then we can run it direct for you. This would be at a time and place that suits you - **FREE!**

Contact Claire Downes, ngage: 01375 389893 or claire@ngagethurrock.org.uk