



IT Training in 2008

IT training is available on the following dates in 2008:

Saturday March 15th
Sunday June 22nd
Saturday November 8th

Time: 10am-3pm

Venue: to be confirmed

All of the trainings are available on all of the dates.

All levels catered for in a relaxed environment where the emphasis is on YOU learning new and/or improving existing IT skills.

Any requests? We can run any combination of any of the courses listed overleaf and will try to accommodate any special requests that you may have. What would you like to do? You can also bring along a specific piece of work you would like help with

If you would like to attend any of these trainings please contact: Jacqui, see County Address Book page 15

Please photocopy this form if you need more copies.
Please feel free to book multiple trainings on one form.



IT Training in 2008

To book a place on an IT training day, please complete the application form and send with an SAE and your cheque for £5 per training (made payable to Girlguiding Sussex West - M & I) to Jacqui, see County Address Book page 15

Name:

Address:

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Postcode: Tel:

e-mail:

District:

Division:

Role:

Please list anything else you would like to cover at any IT training sessions / workshops on any of the dates listed or in the future.

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IT Training - 2008

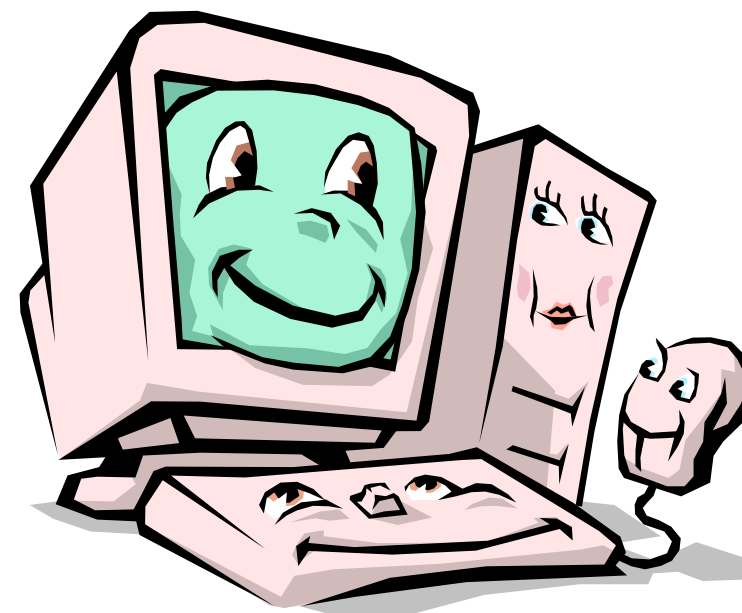
What would you like to cover and when?

	Please tick	Date
An introduction to using a PC		
The basics of Microsoft applications - Word, Excel, etc.		
Tables in Word		
Flowcharts in Word		
Using Mailmerge for letters, labels & envelopes		
Excel spreadsheets (for accounts)		
Access databases - an introduction		
Powerpoint presentations		
Create your own website		
Scanning & Manipulating Photographs		
Posters and arty bits in Word		
Posters in Publisher		
Flyers		
Greetings Cards		
Newsletters		
e-mails and Internet (if available)		



Girlguiding

Sussex West



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