Combined Excel/Word/Outlook/Internet Refresher

Designed for:
All Staff who may have recently changed roles or need a refresher on systems not used for sometime

Aims/Objectives:
To give Staff a general Introduction to Word Excel Outlook and the Internet

Course content:
Excel for the first time user or for those who want to revisit the use and creation of formulas

Word for the first time user, designed for those using and will allow the delegates to create, edit, format and print simple professional looking documents

Outlook – will cover Outlook messaging – send and receive messages, add attachments and understand the options

Internet – this will be just an overview of the internet

This is a one day course and each section will last around 1.5 hours

Pre Learning Requirements:
Some knowledge of ICT systems would be an advantage but not essential

Training Provider: The Lightbulb

Costs:
- SBC Staff charge: £ 110
- SBC/SLA Partners charge: £ 125
- Non SLA/External charge: £ 175