

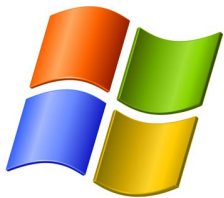


WOODHOUSE & DISTRICT COMMUNITY FORUM ADULT LEARNING PROGRAMME



Become more employable. Gain a recognised computer qualification.

The European Computer Driving Licence (ECDL) will give you certified computer skills that can make you more attractive to employers, while increasing your ability to communicate and access information and services in your personal life.



IT User Fundamentals

Getting to grips with Microsoft Windows packages and the file system



Word Processing

Using Microsoft Word to create letters and reports



Presentations

Using Microsoft PowerPoint to create slide shows



Spreadsheets

Using Excel to perform calculations & present data

Tuesday 4th October 10:00 am to 12:00 noon
Badger TARA House, 2 Goathland Place,
Woodhouse, Sheffield S13 7TE
10 weeks per term (3 terms)
Only £20 per term (or £10 if on JSA/ESA)

All Welcome!

For all booking enquiries and details of other courses available, please call our Community Learning Champions:
Jackie: 07847 602613 and Liz: 07847 602644



Working in Partnership
with South East
Area Community
Assembly

