

ICT TRAINING COURSES FOR LOCAL ASSOCIATION ACTIVISTS
February 2008 – October 2008

Dates	Title
<p><u>CB001HO08</u> 07/08 May 2008</p>	<p>Word (Stage 1) Knowledge of how to use Word, the word processing application within the Microsoft Office XP Professional suite, is essential for all NASUWT Local Association Officers. The course covers character and paragraph formatting, including indents, bullets and numbering, and spacing. Page layout, headers and footers and the production of a newsletter are also covered.</p>
<p><u>CC001HO08</u> 09/10 July 2008</p>	<p>Word (Stage 2) This is an intermediate two-day residential course, which builds on the skills acquired at Stage 1. It covers tables (for the development of worksheets and forms), AutoText, section breaks, headers and footers, tab leaders, multilevel numbering, templates and mail merge. A section of this course will be devoted to file maintenance, covering the creation of folders, moving files from one folder to another, moving files onto a floppy disk and the use of zip drives.</p>
<p><u>CD001HO08</u> 20/21 February 2008</p>	<p>Access (Stage 1) Access is the Microsoft XP database application. This is a two-day residential introductory course covering basic design of tables, queries, forms and reports. There will be an introduction to linking tables leading to the design of a relational database. It is recommended that applicants attend the Excel Stage 1 course before attending this course.</p>
<p><u>CE001HO08</u> 01/02 July 2008</p>	<p>Access (Stage 2) This is a two-day residential course for those wanting to learn the more advanced features of Access. Covering the concepts of database design; importing and exporting data, particularly between Access and Excel; and different types of queries, including update queries and delete queries. Macros and menu building will also be covered. Applicants must have attended the Access Stage 1 course.</p>
<p><u>CG001HO08</u> 10/11 June 2008</p>	<p>Excel (Stage 1) Excel is the spreadsheet application within Microsoft Office XP. The course covers spreadsheet design, formatting, basic formulae and functions, printing, graphs, data sorting and absolute addressing. Spreadsheets are a useful tool for Local Association Treasurers, but their usefulness extends far beyond simple book-keeping.</p>
<p><u>CH001HO08</u> 30 Sep/01 Oct 2008</p>	<p>Excel (Stage 2) The Excel (Stage 2) course builds on what has been learnt in the Stage 1 course, moving onto the more advanced features. It covers the use of functions, particularly the 'if' function, conditional formatting, named ranges, vertical lookup tables and spreadsheet design techniques. The database facility within Excel is covered in detail (including pivot tables). Applicants must have attended the Excel (Stage 1) course.</p>

Dates	Title
<u>CF001HO08</u> 14 May 2008	PowerPoint PowerPoint is a presentation application. It covers outline view, slide view, slide sorter view, notes view and slide show. It also covers masters, designs and animation effects. Once you have learned to use PowerPoint you will be able to put together full-colour animated electronic presentations, use pictures to enhance your displays or prepare professional quality OHP slides.

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