

# Computer Skills



Need to know more about computers, the Internet, or email? Do you want to get ready to gain a qualification in IT? Enrol onto one of our computer courses, such as Computers for Beginners or something more advanced like Word Processing for Work & Everyday Use or Create Your Own Business Cards. You can even have a go at testing your own IT skills beforehand. Either way, take a step into our supportive and friendly environment.

## Study Support & Drop-In

Level	Start date	End date	Day	Time	Venue
All Levels	25/4/17	20/6/17	Tue	1-4pm	First Steps
All Levels	2/5/17	11/7/17	Tue	10am-12 noon	West Library
All Levels	4/5/17	29/6/17	Thu	9.30am-12:30pm	Arsenal
All Levels	5/5/17	30/6/17	Fri	9.30am-12.30pm	3 Corners

## Test Your IT Skills

Level	Start date	End date	Day	Time	Venue
All Levels	25/4/17	20/6/17	Tue	1-4pm	First Steps
All Levels	4/5/17	29/6/17	Thu	9.30am-12:30pm	Arsenal
All Levels	5/5/17	30/6/17	Fri	9.30am-12.30pm	3 Corners

## Buying on Ebay: Taster

Level	Start date	End date	Day	Time	Venue
L1	3/7/17	3/7/17	Mon	9:30am-12 noon	3 Corners



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# Computer Skills

## Computers for Beginners

Level	Start date	End date	Day	Time	Venue
E3	15/5/17	12/6/17	Mon	1-3.30pm	Arsenal

## Create Your Own Business Cards

Level	Start date	End date	Day	Time	Venue
L1	27/6/17	11/7/17	Tues	9.30am-12. noon	First Steps

## Database for Work & Everyday Use (Accredited)

Level	Start date	End date	Day	Time	Venue
L2	8/5/17	17/7/17	Mon	1-3.30pm	3 Corners

## File Management: Taster

Level	Start date	End date	Day	Time	Venue
All Levels	19/6/17	19/6/17	Mon	9:30am-12 noon	3 Corners

## How to Stay Safe Online

Level	Start date	End date	Day	Time	Venue
E3	9/5/17	23/5/17	Tue	9.30am-12noon	First Steps

## Introduction to Desktop Publishing

Level	Start date	End date	Day	Time	Venue
E3	19/6/17	3/7/17	Mon	1-3.30pm	Arsenal

## IT Skills for the Office (Accredited)

Assessment Session: Friday 19 May 2017, 9.30am

Level	Start date	End date	Day	Time	Venue
L1	9/6/17	14/7/17	Fri	12.30-3pm	Conewood CC

## Keyboard Confidence: Taster

Level	Start date	End date	Day	Time	Venue
E3	8/5/17	8/5/17	Mon	1-3.30pm	Arsenal

## Mail Merge: Taster

Level	Start date	End date	Day	Time	Venue
E3	10/7/17	10/7/17	Mon	1-3.30pm	Arsenal

### PowerPoint: Taster

Level	Start date	End date	Day	Time	Venue
E3	3/5/17	3/5/17	Wed	9:30am-12.30pm	First Steps

### PowerPoint for Work & Everyday Use (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	8/5/17	3/7/17	Mon	10am-12.30pm	Arachne
L2	10/5/17	12/7/17	Wed	1-3.30pm	First Steps

### Selling on Ebay: Taster

Level	Start date	End date	Day	Time	Venue
L1	26/6/17	26/6/17	Mon	9:30am-12 noon	3 Corners

### Spreadsheets: Taster

Level	Start date	End date	Day	Time	Venue
E3	2/5/17	2/5/17	Tue	9:30am-12 noon	Arsenal

### Spreadsheets for Work & Everyday Use (Accredited)

Level	Start date	End date	Day	Time	Venue
L2	9/5/17	18/7/17	Tue	9:30am-12 noon	Arsenal

### Using a Tablet

Level	Start date	End date	Day	Time	Venue
L1	6/6/17	20/6/17	Tue	9.30am-12 noon	First Steps

### Using the Internet: Taster

Level	Start date	End date	Day	Time	Venue
E3	8/5/17	8/5/17	Mon	9:30am-12 noon	3Corners

### Which Computer to Buy?: Taster

Level	Start date	End date	Day	Time	Venue
L1	3/5/17	3/5/17	Wed	9:30am-12.30pm	First Steps

# Computer Skills

## Word: Taster

Level	Start date	End date	Day	Time	Venue
E3	2/5/17	2/5/17	Tue	9:30am-12.30pm	First Steps

## Word Processing for Work & Everyday Use (Accredited)

Level	Start date	End date	Day	Time	Venue
L2	8/5/17	17/7/17	Mon	9:30am-12 noon	Arsenal

## Young at Heart: Email for Older Learners

Level	Start date	End date	Day	Time	Venue
E3	15/5/17	12/6/17	Mon	9.30am-12 noon	3 Corners

## Venues

<b>3Corners</b>	Northampton Road, EC1R 0HU	<b>Tel:</b> 020 7527 5083
<b>Arachne</b>	534A Windsor Road, N7 6JP	<b>Tel:</b> 020 7263 6261
<b>Arsenal</b>	The Arsenal Hub, 56 Benwell Road, N7 7BA	<b>Tel:</b> 020 7704 4500
<b>Conewood Street Children's Centre</b>	14 Conewood Street, Highbury, London N5 1DL	<b>Tel:</b> 020 7527 4440
<b>First Steps</b>	Islington Central Library, (Holloway Road Entrance) 2 Fieldway Crescent, N5 1PF	<b>Tel:</b> 020 7527 7002
<b>West Library</b>	Bridgeman Road, N1 1BD	<b>Tel:</b> 020 7527 7002

“I now know how to job search and I feel more confident applying for jobs online.”

Courses and services are for Islington residents or those with children at an Islington school. You must be 19+ and on a low wage or receiving benefits to be eligible for our free courses. Please bring proof of identity and proof of receipts of benefit with you on the day.