



The Disabled People's Electronic Village Hall

The Walsh Building, Town Hall Way, Dewsbury, West Yorkshire, WF12 8EE tel: 01924 453502
e-mail: enquiries@dp-evh.org.uk web: www.dp-evh.org.uk

IT First Steps

Supported by



EUROPEAN UNION
European Social Fund



Leading learning and skills



LOTTERY FUNDED



Kirklees
COUNCIL



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Behind with technology?
Want to learn how to use a computer?
Then why not try our beginners course!

IT – First Steps

Are you looking to take your first steps in the world of IT? If so then look no further!

This course covers Unit 1 of the OCR Entry Level 3 Certificate in using ICT and is designed to offer a basic introduction to the use of a computer.

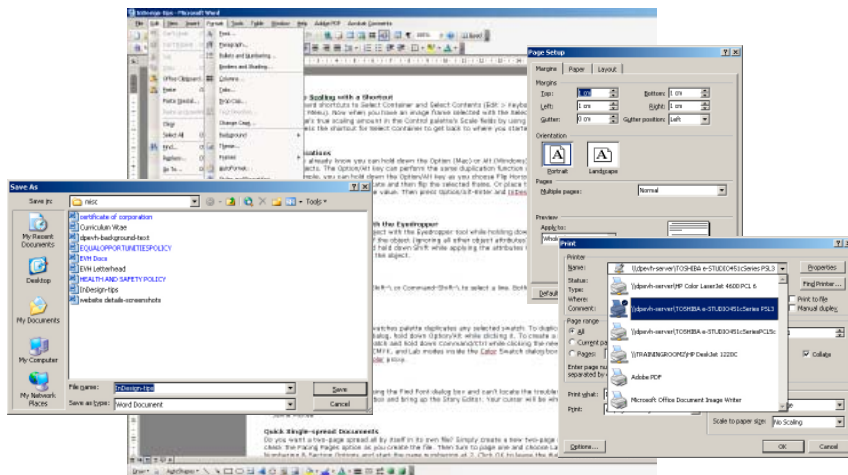
On completion of this course you can progress to the full Entry Level 3 Course.

You will learn how to:

- * Switch on computer and monitor safely
- * Create a new document, enter data and check for accuracy
- * Insert and position an image
- * Save, print and close a document
- * Retrieve and edit a document
- * Align and format text
- * Shut down computer system safely

The course lasts 6 weeks - 2½ hours per week and takes place throughout the year.

For more information or to enrol, please contact the DP-EVH on 01924 453502



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