

FREE IT COURSE - BASICS FOR BEGINNERS



 Crossland & Dudson Training Ltd

FREE IT COURSE 16+

Basic IT Fundamentals - Exploring the desktop and learning the ins and outs of how the basic interface of a computer works.

You will learn:

- How to use basic text and image manipulation tools.
- Make simple presentations.
- Begin organising spreadsheets on basic Microsoft applications (Word, PowerPoint, Excel and Paint).
- How to use the internet for basic everyday browsing.

Along the way you'll be improving productivity within IT. This will mean you'll be able to see the task at hand and straight away know which application will be the most appropriate for the job.

We're also offering a chance to gain a 6 month CSCS card which gives the holder permission to work on a construction site. This will mean doing a few further bits of work over the course in preparation for the test.

The course will run for 1 week from 9:30 am to 1 Monday 31st July - Friday 4th August

Call on **01323 720072** or email us at **info@cdtraining.co.uk** to book now



Location

South East, East Sussex

<https://www.freeadsz.co.uk/x-540546-z>

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Basic IT Fundamentals - Exploring the desktop and learning the ins and outs of how the basic interface of a computer works.

You will learn: • How to use basic text and image manipulation tools. • Make simple presentations. • Begin organising spreadsheets on basic Microsoft applications (Word, PowerPoint, Excel and Paint). • How to use the internet for basic everyday browsing.

Along the way, you'll be improving productivity within IT. This will mean you'll be able to see the task at hand and straight away know which application will be the most appropriate for the job.

We're also offering a chance to gain a 6-month CSCS card which gives the holder permission to work on a construction site. This will mean doing a few further bits of work over the course in preparation for the test.

The course will run for 2 weeks from 9:30 am to 1 Monday 24th July - Friday 4th August

Call on 01323 720072 01323 7200...(click to reveal full phone number) or email us at click to contact to book



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