

# FREE IT BASICS COURSE - FOR BEGINNERS



Location

**South East, East Sussex**

<https://www.freeadsz.co.uk/x-543373-z>



Crossland & Dudson Training Ltd

## FREE IT COURSE 16+ FOR BEGINNERS

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.



The course will run for 1 week from 9:30 am to 1 Monday 14th August - Friday 18th August

**Call on 01323 720072 or email us at [info@cdtraining.co.uk](mailto:info@cdtraining.co.uk) to book now**

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