



IT courses Information Guide

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IT Training

All computer courses are delivered to small groups of no more than 10 people. Classes are taught by an experienced IT trainer using lots of real world examples and are SACOMA Centre at other locations or own premises.

SACOMA IT Training provides:

- Customized training packages designed to meet individual or company's own requirements with a Choice of training methods
- Professional trainers who have real-world experience of using the software
- Value for money
- Choice of location - on your own premises or at SACOMA Online training centre
- Flexible training to suit the beginner or the more advanced client
- 1:2:1 or Group training as required
- Full and honest evaluation of all courses to ensure a process of continuous improvement

One-to-One Training - £70 (Half Day)

For the nervous beginner or busy manager a half day session during which you can train at your own pace using your own work on any of our software.

- Sessions can be practical skills based, such as rebuilding PCs, networking or using a scanner. Alternatively individuals can use training to prepare for an important interview.
- If you need to develop PowerPoint presentation for a specific activity or occasion, just specification along and we will work through it with you.
- Specialist spreadsheet and database development can also be included in these sessions. Busy managers can benefit by using this as an opportunity to update existing spreadsheets or databases.

Corporate/Group Bookings - £500 (Full Day - Up to 12 people)

Train up to 12 people for a set fee on any of the software we have. The price is the same regardless of how advanced the training is, or whether the training is carried out on-site or at Quest (travelling expenses may need to be added in some circumstances). If necessary SACOMA can carry out a skills audit, devise training programs and deliver the training sessions. All courses can also be arranged for small groups or on a one-to-one basis.

Full Course List and Details:

- WORD (Introduction, Intermediate)
- POWERPOINT
- ADVANCING WITH POWERPOINT
- ACCESS (Introduction, intermediate, Calculations)
- EXCELL (Introduction, intermediate, Statistical Analysis)

For further information or to book courses call SACOMA on 020 554 9444 or email online@sacoma.org.uk.

Microsoft Packages

Word Introduction

What course is about

A one day introduction to the basic principles of computers, Windows & Word.

- What is Windows
- PC components
- Information networks
- Creating, moving and copying folders
- Starting and exiting programs and finding files
- Using Word to enter, delete, edit and format text
- Using tabs and tables, spelling and printing

Time & Price

- 9:30am-4:30pm
- Fee £70

By the end of the course participants will feel confident to move on to the more challenging aspects of Microsoft software packages.

Word Intermediate

What course is about

A one day course that introduces how to use Word to create documents that look professional and are easy to edit.

- Page margins
- Tabs and leader tabs
- Using tables to enhance page layout
- Paragraph bullets and numbering
- Paragraph formatting
- Page breaks and section breaks
- Using heading levels

Time & Price

- 9:30am-4:30pm
- Fee £70

By the end of the course delegates will be aware of the tools that are available to enable consistent formatting, tabulation and management of long documents.

PowerPoint Introduction

What course is about

A one day introduction to creating PowerPoint presentations.

- Creating slides
- Using text, graphics and pictures
- Organisation flowchart
- Auto shapes and flowchart tools
- Object alignment and groupings
- Slide transition
- Object animation
- Formatting slide backgrounds

Time & Price

- 9:30am-4:30pm
- Fee £70

By the end of the course participants will be able to create a professional and original presentation that fully utilises the functionality of PowerPoint.

PowerPoint Advanced

What course is about

A one day course using the advanced features of PowerPoint to create professional and interactive presentations.

- Using the slide master
- Adding media enhancements
- Creating a menu system
- Saving presentation for the web
- Using advanced hyperlinks and web functionality
- Setting up an LCD projector and laptop

Time & Price

- 9:30am-4:30pm
- Fee £100

Also available as one-to-one training for £120 for a half day.

Access Introduction

What course is about

A one day introduction course to the principles of databases using Microsoft Access.

- Database design
- Creating queries
- Creating reports
- Creating tables
- Creating forms
- Printing
- Simple calculations
- Sort and filter

Time & Price

- 9:30am-4:30pm
- Fee £100

By the end of the course delegates will be able to produce a basic database that will enable further growth and development. Also available as one-to-one training for £120 for half a day.

Access Intermediate

What course is about

A one day course that builds on the Introductory course and focuses on complex formulae in "Queries", "Forms" and "Reports".

- Simple formulae
- Using expression builder
- Using expression builder to create functions
- Aggregate queries
- Crosstab queries
- Update queries
- Make table queries

Time & Price

- 9:30am-4:30pm
- Fee £100

By the end of the course delegates will be able to use the features contained within Access to carry out complex data analysis.

Excel Introduction

What course is about

A one day introduction course to using Excel to build spreadsheets as calculation tools and databases.

- Entering text, numbers and dates
- Formulae
- Absolute and relative cell references
- Sort and filter
- Basic functions
- Graphs
- Formatting text and numbers
- Printing

Time & Price

- 9:30am-4:30pm
- Fee £50

By the end of the course delegates will be able to produce a functional and professional spreadsheet that is fully automated to provide data analysis.

Excel Intermediate

What course is about

A one day course that builds on topics covered in the introductory course. Participants will learn how to control user input and make the spreadsheet more powerful through the use of functions and data analysis tools.

- Management tools
- Conditional formatting
- Controlling input
- Functions and nested functions
- Linking e-worksheets
- Pivot tables
- Subtotals
- Goal seek
- Scenarios

Time & Price

- 9:30am-4:30pm
- Fee £100

By the end of the course delegates will be able to produce a functional and professional spreadsheet that is fully automated to provide data analysis.

Excel Statistical Analysis

What course is about

A one day course that concentrates on using the statistical tools available within Excel. Rather than use specialist software it is possible to create spreadsheets to collect, process and display complex data.

- Setting up data collection sheets
- Statistical functions
- Data analysis tools
- Using graphs to display data

Time & Price

- 9:30am-4:30pm
- Fee £100

By the end of the course delegates will be able to design a spreadsheet to collect, process and display complex data. Courses can be arranged for small groups or on a One-to-one basis.

For more information please contact us on

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F: 0208 554 3336

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www.sacoma.org.uk.

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