

Personal Development - Technology AGE 16+



Making the Most of your Digital Camera

Gain insight into the exciting world of digital photography. Aimed at those with little or no knowledge to help you to get the best results from your digital camera.

6 weeks, Thur 12.30 - 2.30pm
Start dates 3 Nov, 23 Feb
Full fee £48

Intro to Photoshop

A basic understanding of computers is essential for this course. Learners will be shown how to manipulate images using Photoshop.

6 Weeks, Wed 10.30 - 12.30pm
Start 4 Jan
Full fee £48

Photoshop 2

A basic understanding of computers is essential as is attendance on the Introduction to Photoshop course. Learners will build on skills already learned to get the most from this digital image package.

6 weeks, Wed 10 - 12noon
Start dates Feb 22, 13 Jun
Full fee £48



Web Page Design

(Using Dreamweaver CS3)

This course will introduce students to the Dreamweaver application showing how to create and edit a simple website.

6 weeks, Thur 3 - 5pm
Start 23 Feb
Full Fee £48

Never too Late 50+ Computer Basics

Aimed at those who have little or no experience using computers. You will learn the basics and build up your confidence in using computers.

6 weeks, Wed 1 - 3pm
Start dates 14 Sep, 2 Nov, 4 Jan, 22 Feb, 25 Apr, 13 Jun
6 weeks, Fri 10 - 12noon
Start dates 16 Sep, 4 Nov, 6 Jan, 24 Feb, 27 Apr, 15 Jun
Free



Gaining confidence in Internet and Email 50+

This course is ideal for any one anxious about new technology. Basic keyboard and mouse knowledge needed.

6 weeks, Wed 10 - 12noon
Start dates 2 Nov, 25 Apr
Free

Word Processing

This course aims to teach learners how to insert and manipulate text, copy, paste line spacing, bullets, indents and tables. Basic keyboard and mouse knowledge will be required.

3 weeks, Thurs 7 - 9pm
Start Dates 15 Sep, 5 Jan, 19 Apr
Free



Spreadsheets

This course aims to teach learners how to use Microsoft Excel and create their own information store. Practice how to insert and manipulate text, formulas and formatting. Basic keyboard and mouse knowledge required.

3 weeks, Thurs 7 - 9pm
Start dates 6 Oct, 26 Jan, 10 May
Free

Desk Top Publishing

This course aims to teach students how to use Microsoft Publisher and how to create and print a poster and a 2 fold leaflet.

3 weeks Thurs 7 - 9pm
Start dates 3 Nov, 23 Feb, 14 Jun
Free

PowerPoint

This course aims to teach learners how to produce a simple PowerPoint presentation with text, graphics and animation.

3 weeks, Thurs 7 - 9pm
Start dates 24 Nov, 15 Mar, 5 Jul
Free