



**Shingley  
College**

# The Skills Centre

## Course Information Sheet

### **Computers for Beginners** (OCR Certificate in using ICT)

This 30 hour course is ideally suited for those who are new to or have a basic knowledge in using computers.  
*(Course code 0/3958/0)*

- The course costs **£85** (including all exam fees)
- The course may be **FREE** to those on certain benefits - please ask
- The course is workshop based with tutor support
- The course is offered throughout the week, please ask for further information

## **You will learn how to.....**

### **Word Processing**

- Enter and edit text
- Format text
- Insert and manipulate pictures

### **Electronic Communication**

- Use the Internet to locate web pages
- Use other media, eg CDs, to find information
- Send and receive email messages

Tel:  
01274 327268

If you are interested in any of these workshop courses please contact us for further information

Shingley College Exhibition Road, Saltaire, Shingley, BD18 3JW

