

IT Essentials

This programme has been devised for CSS staff who have little experience of Information Technology. There are three sessions in the programme and candidates may elect to sign up for all three, or simply choose the module that meets their personal needs.

Course times: 09:30 to 12:30

Sessions	Content includes	Date	Location
Session 1 – IT Saves the Earth	<ul style="list-style-type: none">o Emphasis on using Outlook effectively ego Search folderso Distribution listso Printing issues/the paperless officeo Copying emails to CDs (to archive if necessary)	Group 1 18/09/08	Croft House, Tonbridge
		Group 2 10/11/08	Swale Local Office, Sittingbourne
Session 2 – Using Laptops and file management	<ul style="list-style-type: none">o Synchronisation issueso Using Offline folderso Creating a folder structure and saving files, etc	Group 1 24/09/08	Croft House
		Group 2 14/11/08	Swale Local
Session 3 – Office Overview	<ul style="list-style-type: none">o All the basics of Word, Excel and PowerPoint and integrating between the applications	Group 1 14/10/08	Croft House
		Group 2 08/12/08	Swale Local

NB. Because of the 'Mix-and-Match' nature of this programme, delegates should complete an application for each individual session they wish to attend

Click here for further information about [How to apply](#).