



Taranaki E-Learning Trust

Digital Steps are offered FREE by CKC REAP in partnership with Taranaki E-Learning Trust, 20/20 Communication Trust's Stepping UP, an initiative supported by Microsoft.



Step up your skills – and your future!

Send your application form to CKC REAP, with your correct email address or contact details, and you will be sent an online registration link for you to complete. You can choose the Digital Steps you would like to do, and then check the schedule for class times at the CKC REAP Centre or on the next page.

Stepping UP

consists of 12 Digital Steps, or modules. Each module takes 2.5 hours.

To receive a Stepping Up certificate you must complete four Digital Steps, the equivalent of 10 hours of training.

There are no assessments. Classes are tutored in a Step by Step manner (where you follow the tutors lead).

At the end of the session you will be given notes to take home.

<http://www.tel2020.org/>

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Stepping Up
FREE
Computer Courses

Attention: COMPUTERS IN HOMES (CIH) GRADUATES

Choose four Digital Steps (modules) ... Check the course schedule for a class ... Enrol ... Enjoy ...

DS-1 Computer Basics Part 1

After using this lesson, you will learn and understand: Turning off and On, Keyboard, Mouse, Screen, Disks, Making a new document / file/ folder, Minimise maximise, Open/close programmes, Words size fonts, italics, bold underline, cut copy paste, Tips and tricks, undo redo save, Sheet of shortcuts, Spell check, Printing your documents

DS-2 Computer Basics Part 2

This course teaches the importance of file management, how to organise files and folders, delete files you don't need, remove programs you do not use, secure your pc against threats, power management and file backup.

DS-3 Microsoft Skills using Publisher

This course teaches the basics of using Publisher to create cards, posters and signs to name a few. Learners learn how to easily manipulate various design templates to their requirements and add graphics for display.

DS-4 Microsoft Skills using Microsoft Word

This course focuses on producing documents such as letters, minutes, agendas, reports and memos using various accepted layouts used in offices.

DS-5 Microsoft Skills using Excel

This course teaches basis spreadsheet concepts for finance, create worksheets, learn basic formulas, logical functions and create charts and graphs.

DS-6 Microsoft Skills using Power Point

This course introduces Microsoft PowerPoint. Learn how to create electronic presentations, manipulate design, slide animation, and add graphics, music and video.

DS-7 Email Communications

This course teaches everything you need to know about email, composing messages, replying, forwarding, scheduling appointments, managing and organizing mail to name a few.

DS-8 Surfing the Net

This course teaches how to search the internet for information, useful websites, evaluating resources and information for accuracy and usefulness, internet security threats and keeping children safe online.

DS-9 Digital Imaging

This course introduces digital photography. Learn how to take photos and transfer them to a computer. Learn basic photo editing, share your photos online and use Windows Movie Maker to create a photo presentation.

DS-10 Social Networking

This course introduces Skype and MSN to communicate with friends and family online. Social Networking is also covered. Setup your own page on Facebook or Bebo.

DS-11 Online Trading

This course teaches the basics of buying and selling online, varying risks and commitments using TradeMe.

DS-12 Employment Readiness

This course teaches the basic steps to registering with online agencies that can help with employment, preparation of job seeking skills, career guidance or continuing education.

Application form

Name:

Address:

Phone:

Mobile:

Email:

Which Digital Steps
would you like to take?

DS No.	DS Name

Stepping UP course schedule:

From 30 April to 28 June 2012

Day	Time
Mondays	10am to 12pm
Tuesdays	10am to 12pm
Wednesdays	5pm to 7pm
Thursdays	10am to 12pm

Venue

CKC REAP Computer suite
115 Hakiaha Street, Taumarunui

ICT FOR A BETTER FUTURE.

Take your computer skills – and your future – to the next level.

<http://tel2020.org>

