



OCR Level 1 Certificate for IT Users

Overview:

- Use your IT Skills more effectively
- Boost your confidence
- Become more valuable in the workplace

An IT assessment will be required to ensure your suitability for the course.

Please call 01793 610710 to arrange an appointment.

Increase your level of competence and gain a nationally recognised qualification.

You will learn:

- how to create, delete and rename files
- the skills required to create a professional looking CV
- how to use basic formulas and charts to produce a household budget
- how to set up an e-mail account and use e-mails effectively both at home and work.
- how to be more secure whilst using the internet and how to reduce your risk of viruses

Delivery options:

This is a 50 hour programme and learners must be able to commit to one of the following schedules:

- 1 **Monday 28th March - Friday 1st April** (9.30 - 14.30)
Monday 4th April - Friday 8th April (9.30 - 14.30)
- 2 **Thursday 31st March** (9.30 - 16.00) and each following **Thursday** for a total of 8 weeks, programme ends 19th May.

Our courses may not cost you a thing!

This course is **FREE** if:

- you are aged 18+ and living in Wiltshire or Swindon
- you are unemployed and actively seeking work or at risk of redundancy (letter of risk required)



Courses for you... courses for business

Call **01793 610710** or visit **www.solomontraining.co.uk**

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