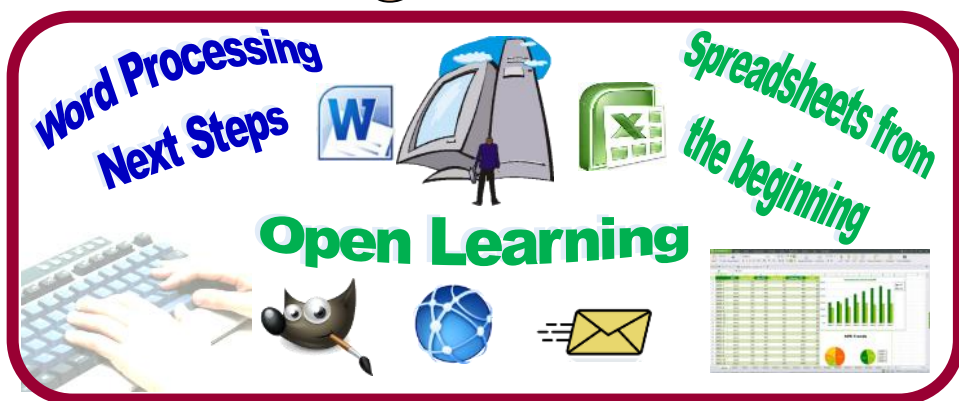


Summer Term 2018 at Sidings UK Online



It's *Fun*, It's *Friendly* and It's FREE!

Summer Term Dates 2018

Term Starts	Half-Term Week	Term Ends
Mon 24 th April	28 th May-1 st June	Fri 13 th July

For any of the opportunities in this leaflet contact:

Geoff Stilwell — UK Online - 020 7372 0242

Centre Office — Tel/Fax: 020 7625 6260

 ukonline@sidings.org.uk or office@sidings.org.uk



www.sidings.org.uk

Word Processing Next Steps

Move beyond the basics to a more intermediate level of Word Processing. Learn about paragraphs, page margins and orientation, use Find & Replace, create Headers and Footers, Use Tabs & Indents.



Spreadsheets for beginners

Learn spreadsheets with Excel from the beginning. Calculate with confidence. Budget with boldness. You need to have a reasonable competence using a computer, and the filing system. No spreadsheet experience necessary.



Wednesday Mornings 10_{am}-12_{pm}

Wednesday Afternoons 1_{pm}-3_{pm}

Free 11 week courses starting 25th April – Tutor: Geoff Stilwell

Computing: Your Choice - Open Learning Sessions

Beginners can follow a structured course to help you get started and become competent with the computer (*Ask about the **St@rt** course*). Learn foundational skills: controlling windows, the filing system, using programs, using the Internet to retrieve information and for communication. Then learn about word processing which is fundamental to most programs. There is progression to intermediate level courses. Ask about other courses we offer.

Do you have a multimedia project for publication on paper or on the web that you will need IT skills to complete?

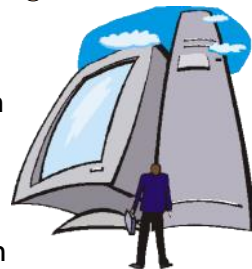
Use the www for online shopping or booking tickets or travel.

Come and enjoy learning about and using computers in an informal, friendly, environment.

Work at your own pace. Whatever your level of expertise, there's something for you.

Get a qualification. We can help you study towards **ECDL** work-based ICT qualifications with both video and paper-based materials. Study **Microsoft Office 2010**, **Photoshop Elements**, and free alternatives: **Open Office**, **GIMP**, **Scribus**,

See the timetable (right) to choose a time. There is someone here who can provide a helping hand or a word of advice at the right time.



UK Online Timetable Summer 2018

	Morning 10am-12pm	Afternoon 1-3pm	Evening 7-9pm
M o n			
T u e s			Computing: Your Choice! Open Learning Evening session For those who can't make it during the day.
W e d s	Word Processing Next Steps Learn paragraph formatting, change case, page margins and orientation, use Find & Replace, create Headers and Footers, use Tabs & Indents	Spreadsheets for Beginners Use Microsoft Excel to calculate accounts, expenses, finances, etc. Use charts to make the data more easy to understand.	
T h u r s	Computing: Your Choice! Open Learning For the over 50s	Computing: Your Choice! Open Learning For all	
F r i	Computing: Your Choice! Open Learning For all	<div> Please note: the Summer term is 11 weeks plus a half-term break. All sessions last for 2 hours. </div>	

Summer Term Enrolment Day

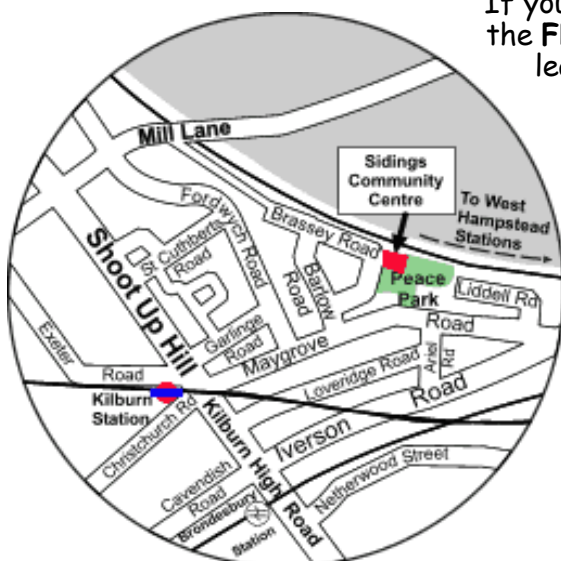
Wednesday 18th April 10am–3pm.

Come and meet the tutors, find out more about courses and enrol for classes.

Sign up and be part of something.

Volunteering Opportunities

Sidings is always looking for volunteers to assist in our UK Online activities. These include: Teaching, Learner Support, IT Skills, Admin, Design, Desktop Publishing, Photography, etc. Contact us by phone or on email below. IT Skills not essential.



If you are interested in any of the **FREE** opportunities in this leaflet ring **Geoff Stilwell** on 020 7372 0242 or 020 7625 6260

or email:
ukonline@sidings.org.uk
or check our website:
www.sidings.org.uk

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