



# love to learn

## Get to grips with your computer



### Computer & Online Basics

This is a FREE Entry Level qualification for beginners 19+. You will be supported by a tutor as you work through a clear and easy to follow workbook to develop new skills, gain confidence and learn the basics on a computer including word processing, the internet and email.



### ECDL Qualification

The ECDL is a highly recognised qualification that gives learners the skills to use a computer confidently and effectively using the office applications frequently used in the workplace. There is a fee for this qualification but concessions are available.



#### Spreadsheets:

Learn how to create formulae, functions and charts using a spreadsheet application.

#### Word Processing:

Create and manipulate documents and learn about the formatting tools that can be used to enhance your work.

#### Presentations:

Work with a presentation application adding tables, charts and special effects to create a slide show.

**For more information on these courses contact  
Adult Community Learning on 01983 817280 or [acl@iow.gov.uk](mailto:acl@iow.gov.uk)**