



Salmond House Training
Centre
Information Technology Wing



Course Schedule
6th Oct 2009 – 10th Dec 2009

**Free* Classroom Based
I.T. Training Courses**



Salmond House Training Centre Information Technology Wing



* See Page 7

Salmond House Training Centre
Cheshire Drive
BFPO 40
Courses Administrator: Tel JHQ 72 4130
Fax: JHQ 72 3854

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Students with Special Needs

Salmond House Training Centre welcomes applications from students with registered special needs and strives to ensure equal access to our facilities. However, our buildings have not been adapted to cater for all needs. Students who feel they may have special requirements are requested to liaise with the admin staff before arrival to confirm suitability.

Salmond House Training Centre

Instructor Led, Classroom Based, IT Training Courses in:

Microsoft Office

Microsoft Project

Microsoft Visio

Acquiring the Basics

We teach you how to apply the software in the working environment using real world examples for real world applications. This is not just theory!

Are you ready to “fill in the gaps”?

Revision

Friday morning is revision morning at Salmond House Training Centre.

It is a chance for Applicants to assess if they are booking on to the correct course and to satisfy an instructor of their proficiency in all aspects of the content listed for previous courses if they are not commencing at Stage 1.

To book your revision session: Telephone: 72 4130

Or

To speak to an instructor: Telephone 72 3068 / 3069

General

This publication contains details of IT courses held in the Turing and Alexander Computer Training Suites in Salmond House Training Centre, Cheshire Drive, RMC.

Each of the training courses assumes that prospective students meet the prerequisites specified in the course descriptions. Please check the following pages for details.

Eligibility

All courses are FREE of CHARGE and are open to staff throughout the Command whether they are Military, UKBC or LEC (Dep. & DEL staff employed by or registered for employment with their local GLSU). Sponsor units and branches are to certify that their candidates have a legitimate requirement to be trained in the appropriate disciplines.

Dependants who are seeking I.T. Training for the purpose of improving their employment opportunities may be granted places on a fill up basis.

Applications

Bids for vacancies on courses are to be submitted through the Unit Training Officer (UTO) to:

**Courses Administrator
Salmond House Training Centre
Cheshire Drive
BFPO 40**

**Tel: Civilian 02161 472 4130
Military 72 4130**

**Fax: Civilian 02161 472 3854
Military 72 3854**

Applications should be made on the I.T. Course Application form attached. (A copy of this publication is also located in the Training Section on the Command Information Portal).

Should the "Course Date, 1st Choice" be fully booked you will automatically be allocated a place on the "Course Date, 2nd Choice". However, this may have an impact on next level courses applied for and your application will be adjusted accordingly.

Arrangement of any transport, messing or accommodation requirements is a Unit responsibility.

Reserving the Right to Cancel

Course numbers are reviewed one week prior to the date of each course. If at that time fewer than three persons have confirmed their planned attendance, then SHTC reserves the right to cancel the course. The personnel concerned will be contacted and offered a place on the next or a subsequent course.

Please note: SHTC will not cancel two consecutive courses of the same type and level, even if the above conditions are not met.

Notification & Attendance

Applicants will be notified if they have been allocated a place on the course/courses of their choice. If unsuccessful then a new application should be made for the course/courses in the new quarter. Successful applicants are required to confirm as soon as possible that they will attend. Non-attendees should note a letter will be sent to their Unit informing them of this.

New/Continuing This Quarter

Track Changes and the Reviewing Toolbar

Have you ever got frustrated using "Track Changes" in Microsoft Word?

Do the changes remain in the document when you think you have accepted them?

Do you have to compare two documents for changes?

This is the course for you.

Workshops

Are you keen to formalise your knowledge in Excel, PowerPoint, Word and Visio?

The workshops are aimed at experienced users who are self taught or those who have gained experience from other colleagues.

Feedback from students who in the past have attended courses, suggested that this style of workshop would have been ideal before they had been deployed or for new incumbents to a post.

Some feedback comments are ...

"If I had only known how to do this last week..."

"I've been using Microsoft Office for 10 years and didn't know how easy it could be..."

"Knowing how to do this will now make the task much easier and quicker to complete..."

"I now know how to fix things when they go wrong..."

Applicants for these courses must consult with the instructors before submitting their application:

Telephone No: 02161 472 3069 or 02161 472 3068

(BFG Military network use the last four (JHQ) or six (all other BFG) digits)

Course Times

Courses split over 2 x ½ days 09:00 – 12:30 (may run until 13:00 on day 2)

Other	½ day Courses	08:30 – 12:30 (may run until 13:00 if required)
Normal	1 day Courses	08:30 – 16:30
New	Workshops	08:30 – 16:30

Prerequisites

Please read the brochure carefully and apply for the course appropriate to your skills, experience and requirements (see also “Important things to consider” on page 6). Each of the courses builds on the skills acquired in the earlier courses. All students are strongly advised to complete the lower stage courses before attempting the more demanding, higher level courses. Please phone for advice if you are unsure.

We offer students the opportunity to attend revision sessions at SHTC on Friday mornings (by appointment) to complete exercises to aid in an assessment of their skill level.

Skill	Required for the following courses
Regular access to a PC	All courses
Keyboard Skills	All courses, less so for Acquiring the Basics.
Mouse Skills	All courses, less so for Acquiring the Basics
Windows Skills	All courses, less so for Acquiring the Basics
Basic Arithmetic Skills	Excel and Access courses
Real and regular experience of using programs	All Level 2 courses and all Access courses

Legend

The number guide in the legend below indicates the degree of difficulty to be expected:

① Beginner → ⑨ Advanced User

AB1	Acquiring the Basics (1) - Introduction	½ Day +	①
AB2	Acquiring the Basics (2)	½ Day +	②
AC1	Access (1) - Introduction	1 Day or 2 x ½ days	④
AC2	Access (2)	1 Day or 2 x ½ days	⑤-⑥
AC3	Access (3)	1 Day or 2 x ½ days	⑦-⑧
AC4	Access (4)	1 Day or 2 x ½ days	⑨
DD1	Database Design & Construction (5a)	1 Day	⑦-⑧
DD2	Database Design & Construction (5b)	1 Day	⑨
EX1	Excel (1) - Introduction	1 Day or 2 x ½ days	③
EX2	Excel (2)	1 Day or 2 x ½ days	④
EX3	Excel (3)	1 Day or 2 x ½ days	⑤-⑥
EX4	Excel (4)	1 Day or 2 x ½ days	⑦
EX5	Excel (5)	1 Day or 2 x ½ days	⑨
MAC	Macros in Word & Excel	½ Day	⑦
OU1	Outlook (1)	½ Day +	③
OU2	Outlook (2)	½ Day +	⑤
PP1	PowerPoint (1) - Introduction	1 Day or 2 x ½ days	③
PP2	PowerPoint (2)	1 Day or 2 x ½ days	④
PP3	PowerPoint (3)	1 Day or 2 x ½ days	⑤
PUB1	Publisher (1)	1 Day or 2 x ½ days	③
WD1	Word (1) - Introduction	1 Day or 2 x ½ days	③
WD2	Word (2)	1 Day or 2 x ½ days	④
WD3	Word (3)	1 Day or 2 x ½ days	⑤
WD4	Word (4)	1 Day or 2 x ½ days	⑥-⑦
WD5	Word (5)	1 Day or 2 x ½ days	⑨
WFT	Word - Forms & Templates	½ Day	⑥
WMM	Word - Mail Merge	½ Day	⑥
WTC	Word - Track Changes	½ Day	⑥
VIS1	Visio (1)	1 Day or 2 x ½ days	③
VIS2	Visio (2)	1 Day or 2 x ½ days	④
<p>"½ Day + " means the course is scheduled to run until lunchtime, but will run as long as is necessary to cover the course material.</p>			

Acquiring the Basics 1

This course is designed for the complete beginner to computing and gives a basic understanding of the techniques and options possible with computers and software.

<u>Duration</u>	½ Day plus (Note: the course is scheduled to run until lunchtime, but will run as long as is necessary to cover the course material.)
<u>Contents</u>	Basic terms ("jargon") Hardware (Keyboard, Mouse, Monitor etc) Using the Mouse & Keyboard effectively in Windows Navigating in Windows Explorer
<u>Prerequisites</u>	No previous knowledge whatsoever is assumed, although some knowledge of keyboard layout is desirable. Future regular access to a computer using Microsoft Office is vital.

Acquiring the Basics 2

This course is designed for the complete beginner to Microsoft Office.

<u>Duration</u>	½ Day plus (Note: the course is scheduled to run until lunchtime, but will run as long as is necessary to cover the course material.)
<u>Contents</u>	File Management techniques (moving, renaming and deleting) Working with Word (the screen, tools, text entry, text selection, accessing documents, viewing options, etc.) Working with Excel (similarities and differences, data entry techniques, calculating with Excel, etc.) "Cut, Copy & Paste" techniques in both Word and Excel Using multiple windows
<u>Prerequisites</u>	Applicants should previously have attended the Acquiring the Basics 1 course. Future regular access to a computer using Microsoft Office is vital.

Access 1

Introduction to Databases

This course is designed to provide the basic skills necessary to work with Access databases.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Basic Database Terminology The Access Database Window Working with Data in Tables and Forms Creating Select Queries Using Criteria, Comparison Operators and the Logical AND/OR Rules
<u>Prerequisites</u>	Keyboard, mouse and Windows skills are essential EXPERIENCE OF WORD AND EXCEL IS STRONGLY ADVISED Ideally attendees should be users of an existing database and with a wish to understand more about the processes

Access 2

Further Querying and Reports

This course is designed for existing users of Access who wish to improve and develop existing database skills using advanced forms of querying.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Using Wildcard Characters Creating Totals Queries Creating Parameter Queries Basic Report Creation
<u>Prerequisites</u>	Applicants should either have previously attended an Access 1 course at Salmond House or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for Access 1 by attending a pre-arranged revision session on a Friday Morning. Applicants must be able to create Select Queries with ease.

Access 3

Using Relational Databases & More

The emphasis in this course is on using relational databases and the use of basic functions to manipulate data.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Basic Relational Database Concepts Advanced Select Queries Using Mathematical Functions Data Manipulation Using Functions Importing Data into Access Basic Form Design
<u>Prerequisites</u>	Applicants should either have previously attended Access 1 - Access 2 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for both Access 1 and Access 2 by attending a pre-arranged revision session on a Friday Morning. Applicants must be comfortable using and creating all types of Select Queries.

Access 4

Advanced Database Use – Serious Stuff

This course focuses on the creation of Forms and Reports in order to provide a useful and attractive interface to the data in your Access database.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Creating Action Queries Advanced Form design and creation Summary Reports Calculations in Reports
<u>Prerequisites</u>	Applicants should either have previously attended Access 1 - Access 3 courses or, failing that, can satisfy an instructor of their proficiency in all aspects of the content listed for both Access 3 and all previous levels by attending a pre-arranged revision session on a Friday Morning. Applicants will require a sound knowledge of all Access database concepts, including the building of queries and basic form and report creation.

Database Design and Construction 5a

Designing and Building Your Database

The emphasis in this course is on how to effectively design and construct a relational database system.

<u>Duration</u>	1 Day
<u>Contents</u>	Basic Relational Database Concepts & Designing a Database Creating Tables Establishing Relationships Importing External Data Main / Sub form Manipulation
<u>Prerequisites</u>	Applicants should either have previously attended Access 1- Access 4 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning. Candidates must be comfortable using objects within Access and should understand the basic concepts of relational databases.

Database Design and Construction 5b

Adding Functionality to Your Database

This course focuses on adding functionality to your database. Automating tasks with macros, improving database administration with the built in tools and establishing security.

<u>Duration</u>	1 Day
<u>Contents</u>	Using Macros in Access Database Administration and Security Splitting a Database – Why & How Setting Start-up Options Utility Queries
<u>Prerequisites</u>	Applicants should either have previously attended Access 1- Access 4 courses and the Database Design and Construction 5a course or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning.. Applicants will require a sound knowledge of all Access

	database concepts, including the building of queries and advanced form and report creation.
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Excel 1

Introduction to Spreadsheets

This course is designed to provide basic spreadsheet skills to users who need to work with financial or other numerical information.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Spreadsheet Concepts and Terminology Spreadsheet Skills and Shortcuts Text Editing and Formatting Options Simple Formulae (Addition, Subtraction, Multiplication, Division) Named Cell References Formulae Involving Dates Saving, Viewing and Printing
<u>Prerequisites</u>	Regular access to a computer. Basic keyboard, mouse and Windows skills are essential. Additionally, basic arithmetic skills are required.

Excel 2

Further Spreadsheets

This course is designed for Excel users who need additional skills for creating other than standard spreadsheets. The emphasis is on linking data.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	BIDMAS Spreadsheet Print & View Options Worksheet Management Linked Spreadsheets & Workbooks Introduction to Simple Functions (Sum, Average) Using Percentages in Excel Named & Absolute Cell References (making formulae easier to use and understand)
<u>Prerequisites</u>	Applicants should either have previously attended an Excel 1 course and be able to satisfy an instructor of their proficiency in all aspects of the content listed for this course by attending a pre-arranged revision session on a Friday Morning Basic arithmetic skills will be required, as will the ability to create formulae.

Excel 3

Data Handling With Spreadsheets

This course is designed for Excel users who need additional skills. The emphasis is on data handling.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Custom Toolbars Custom Formatting Templates Sorting, Filtering & Subtotalling Conditional Formatting Pivot Tables Intro to the "IF" Function Multiple Workbooks
<u>Prerequisites</u>	Applicants should either have previously attended Excel 1-Excel 2 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning.

Excel 4

Advanced Work with Spreadsheets

This course is designed for Excel users who need additional skills. The emphasis is on Excel Tools.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Data Forms Comments Data Validation Named Ranges Data Consolidation The "Count" Function Financial Functions Macros Auditing Techniques
<u>Prerequisites</u>	Applicants should either have previously attended Excel 1-Excel 3 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning

Excel 5

This advanced course is designed for experienced Excel users who operate with spreadsheets at a high level.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Scenarios Goal Seek Solver Multiple Functions Look-Ups (and other functions) Protection Techniques Additional Functions
<u>Prerequisites</u>	Applicants should either have previously attended Excel 1 - Excel 4 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning

Macros in Word & Excel

This course is designed for MS Office users who wish to automate regular commands.

<u>Duration</u>	½ Day
<u>Contents</u>	Creating macros to automate regular command sequences Creating buttons on the toolbar to activate macros Macro principles and management
<u>Prerequisites</u>	Applicants will require a very sound working knowledge of both Word and Excel, preferably gained by attending the relevant lower staged Salmond House courses (i.e. 1-3 in Word; 1-3 in Excel)

Outlook 1

This course is designed for users who are just starting to use Outlook. No previous Outlook experience is necessary but PC experience is a prerequisite.

<u>Duration</u>	½ Day plus (Note: the course is scheduled to run until lunchtime, but will run as long as is necessary to cover the course material)
<u>Contents</u>	Sending and Receiving E-Mails E Mail Management - Moving, Deleting, Resending, Forwarding Sending Attachments Intro to Out of Office Assistant Contacts Intro to Calendar
<u>Prerequisites</u>	Regular access to a computer and good mouse skills are vital.

Outlook 2

This course is designed for users who are currently using Outlook and are looking to enhance their knowledge by learning about some of the more advanced features of Outlook. Previous Outlook experience is a must.

<u>Duration</u>	½ Day plus (Note: the course is scheduled to run until lunchtime, but will run as long as is necessary to cover the course material.)
<u>Contents</u>	Searching & Filtering Recalling/Resending Organise Feature Message Options Out of Office Assistant – Rules File Archiving Signatures Stationery Calendar – advanced Permissions
<u>Prerequisites</u>	Applicants should either have previously attended the Outlook 1 course or, failing that, be fully confident about their proficiency in all aspects of the content listed for Outlook 1.

PowerPoint 1

Introduction to Presentations

This course is designed to provide the skills necessary to create and present slide shows.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Creation of Title and Bullet Slides Object Handling and Extensive Use of the Drawing Tools Using WordArt & Clipart in Presentations Inserting and Manipulating Images/Pictures Slideshow Techniques - Transitions & Animations
<u>Prerequisites</u>	Familiarity with Windows. Basic keyboard and mouse skills are essential.

PowerPoint 2

Further Presentation Skills

This course is designed to provide the further skills to create and present more complex slide shows and to make use of the more powerful functions of MS PowerPoint.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Creation of Slide Masters and Slide Templates Working in Outline View Importing other Microsoft Features into PowerPoint Creating Tables, Graphs, Organization Charts and Bullet Lists
<u>Prerequisites</u>	Applicants should either have previously attended the PowerPoint 1 course or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning

PowerPoint 3

Further Presentation Skills

This course is designed to provide further skills to create and present more complex slide shows and to make use of the Multi-Media handling capacity of PowerPoint.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Incorporating Data from Other Programs Designing Self-Running Shows Interactive Presentations

	Package for CD feature
<u>Prerequisites</u>	Applicants should either have previously attended the PowerPoint 1 – PowerPoint 2 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning.

Project 1

Calling all Project Managers

An introduction to MS Project

<u>Duration</u>	1 Day or 2 x ½ days										
<u>Contents</u>	<table> <tr> <td>Calendars</td> <td>Critical Path</td> </tr> <tr> <td>Tasks</td> <td>Recurring Tasks & Views</td> </tr> <tr> <td>Summary Info & Filters</td> <td>Resources</td> </tr> <tr> <td>Formatting</td> <td>Baseline</td> </tr> <tr> <td>Duration & Relationships</td> <td></td> </tr> </table>	Calendars	Critical Path	Tasks	Recurring Tasks & Views	Summary Info & Filters	Resources	Formatting	Baseline	Duration & Relationships	
Calendars	Critical Path										
Tasks	Recurring Tasks & Views										
Summary Info & Filters	Resources										
Formatting	Baseline										
Duration & Relationships											
<u>Prerequisites</u>	Knowledge of the principles of Project Management is a requirement.										

Visio 1

An Introduction to Visio

This course is designed for users with little or no knowledge of using Visio. No previous Visio experience is necessary but PC experience is a prerequisite.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	<ul style="list-style-type: none"> Using different types of Visio drawing Using Visio stencils and shapes Working with and manipulating shapes Creating simple flowcharts, organisation charts and floor plans
<u>Prerequisites</u>	Familiarity with Windows. Basic keyboard and mouse skills are essential. Artistic flare desirable.

Visio 2

Taking Visio 1 - a step further

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Organisation Chart Wizard Directional Map Room Plans Custom Properties Shape Numbering Custom Stencils
<u>Prerequisites</u>	Applicants should either have previously attended the Visio 1 course or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning

Word 1

Introduction to Word-processing

This course is designed to provide basic word-processing skills to users who need to work with documents on a day-to-day basis.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Word Processing Concepts & Terminology Word Screen Layout Word Processing Skills Toolbars & Shortcut Menus Document Creation, Text Editing Saving, Viewing and Printing Documents Simple Formatting Justification, Line Spacing, Margins, Page Orientation
<u>Prerequisites</u>	Regular access to a computer. Applicants should be familiar with working within a windows environment and be familiar with the keyboard and working with a mouse.

Word 2

What I wish I had known last week!!

This course is designed to build on the skills gained in Word 1. For Word users who need additional skills for creating other than standard documents and tools that make use of Word easier for day-to-day tasks.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Tables and Tabulation Headers & Footers Auto text & Auto Format Options Advanced Paragraph Formatting Including Numbering & Bullets, Line Spacing and Indenting Page Numbering
<u>Prerequisites</u>	Applicants should either have previously attended a Word 1 course or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for this course by attending a pre-arranged revision session on a Friday Morning.

Word 3

Advanced Word Processing

This course is designed for Word users who need to work with long or multiple documents. This course should not be attended by users who have recently been introduced to Word, as experience is required.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Advanced Tables Templates Electronic Forms Intro to Mail Merge Multi-level Numbering Section Breaks
<u>Prerequisites</u>	Applicants should have previously attended Word 1 - Word 2 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning

Word 4

Introduction to Long Documents

This course is designed for Experienced Word users, needing to use the flexibility and power of Word. Focus is on long documents.

<u>Duration</u>	1 Day or 2 x ½ days
<u>Contents</u>	Styles & Table of Contents Advanced Document Markings Indexes Section Breaks – different header & footer details Tracking Changes Navigation Document Map Paste Special Graphics
<u>Prerequisites</u>	Applicants should have previously attended Word 1- Word 3 courses or, failing that, be able to satisfy an instructor of their proficiency in all aspects of the content listed for these courses by attending a pre-arranged revision session on a Friday Morning. This is a high level course aimed at power users of the application.

Word 5

The structure for Long Documents

This course is designed for Experienced Word users who are working with documents with more than one chapter.

<u>Duration</u>	1Day or 2 x ½ days
<u>Contents</u>	Master Document Template Sub Documents Overview Master Document & Sub Document Handling The Outlining Toolbar Organising Styles Document Versions
<u>Prerequisites</u>	Applicants should have previously attended Word 1 – Word 4 and be proficient in all concepts of the course. This is a high level course aimed at power users of the application.

Word - Forms & Templates

This course is designed for Word users who wish to create basic forms and templates for use on the computer.

<u>Duration</u>	½ Day
<u>Contents</u>	Built-in Templates. Saving Documents as a Template Amending/Deleting Templates Creating Simple Forms Form Options (Specifying Data Types, Default Values And Creating Drop Down Lists) Saving Forms as Templates
<u>Prerequisites</u>	Important: the course is particularly targeted at those students who do not plan to attend any WORD courses beyond Word 2. (Students of Word 3 will cover Forms and Templates within the material presented in this higher-level course).

Word - Mail Merge

This course is designed for Word users who need to send documents to multiple addressees (including those in existing database files).

<u>Duration</u>	½ Day
<u>Contents</u>	Creating Merge Documents Merging and Merge Options Merging Letters with Existing Data Sources Creating Labels
<u>Prerequisites</u>	Important: the course is particularly targeted at those students who do not plan to attend any WORD courses beyond Word 2. (Students of Word 3 will cover Mail Merge within the material presented in this higher-level course).

Word – Track Changes and the Reviewing Toolbar

This course should not be attended by users who have recently been introduced to Word, as experience is required.

<u>Duration</u>	½ Day
<u>Contents</u>	Track Changes The reviewing toolbar Merge and Compare
<u>Prerequisites</u>	Important: the course is particularly targeted at those students who do not plan to attend any WORD courses beyond Word 3. (Students of Word 4 will be introduced to Track Changes within the material presented in this higher-level course).

Salmond House Training Centre

List of I.T. Courses – Course Order

6th Oct 2009 – 10th Dec 2009

Course Location – SHTC I.T. Suites

Course	Date	Time
Acquiring the Basics 1	Thu - 8 Oct, 2009	08:30 - 12:30
Acquiring the Basics 2	Thu - 22 Oct, 2009	08:30 - 12:30
Excel 1	Tue - 20 Oct, 2009	08:30 - 16:30
Excel 1	Thu - 3 Dec, 2009	08:30 - 16:30
Excel 2	Tue - 3 Nov, 2009	08:30 - 16:30
Excel 2	Thu - 10 Dec, 2009	08:30 - 16:30
Excel 3	Tue - 17 Nov, 2009	08:30 - 16:30
Excel 4	Tue - 24 Nov, 2009	08:30 - 16:30
Excel 5	Thu - 26 Nov, 2009	08:30 - 16:30
Outlook 1	Tue - 27 Oct, 2009	08:30 - 12:30
Outlook 2	Tue - 10 Nov, 2009	08:30 - 12:30
PowerPoint 1	Tue - 6 Oct, 2009	08:30 - 16:30
PowerPoint 1	Tue - 8 Dec, 2009	08:30 - 16:30
PowerPoint 2	Thu - 15 Oct, 2009	08:30 - 16:30
PowerPoint 3	Thu - 12 Nov, 2009	08:30 - 16:30
Project 1	Thu - 19 Nov, 2009	08:30 - 16:30
Revision	Fri - 9 Oct, 2009	By Appointment
Revision	Fri - 16 Oct, 2009	By Appointment
Revision	Fri - 23 Oct, 2009	By Appointment
Revision	Fri - 6 Nov, 2009	By Appointment
Revision	Fri - 13 Nov, 2009	By Appointment
Revision	Fri - 20 Nov, 2009	By Appointment
Revision	Fri - 4 Dec, 2009	By Appointment
Word 1	Tue - 13 Oct, 2009	08:30 - 16:30
Word 1	Tue - 1 Dec, 2009	08:30 - 16:30
Word 2	Thu - 5 Nov, 2009	08:30 - 16:30

Salmond House Training Centre

List of I.T. Courses – Date Order

6th Oct 2009 – 10th Dec 2009

Course Location – SHTC I.T. Suites

Date	Course	Time
Tue - 6 Oct, 2009	PowerPoint 1	08:30 - 16:30
Thu - 8 Oct, 2009	Acquiring the Basics 1	08:30 - 12:30
Fri - 9 Oct, 2009	Revision	By Appointment
Tue - 13 Oct, 2009	Word 1	08:30 - 16:30
Thu - 15 Oct, 2009	PowerPoint 2	08:30 - 16:30
Fri - 16 Oct, 2009	Revision	By Appointment
Tue - 20 Oct, 2009	Excel 1	08:30 - 16:30
Thu - 22 Oct, 2009	Acquiring the Basics 2	08:30 - 12:30
Fri - 23 Oct, 2009	Revision	By Appointment
Tue - 27 Oct, 2009	Outlook 1	08:30 - 12:30
Tue - 3 Nov, 2009	Excel 2	08:30 - 16:30
Thu - 5 Nov, 2009	Word 2	08:30 - 16:30
Fri - 6 Nov, 2009	Revision	By Appointment
Tue - 10 Nov, 2009	Outlook 2	08:30 - 12:30
Thu - 12 Nov, 2009	PowerPoint 3	08:30 - 16:30
Fri - 13 Nov, 2009	Revision	By Appointment
Tue - 17 Nov, 2009	Excel 3	08:30 - 16:30
Thu - 19 Nov, 2009	Project 1	08:30 - 16:30
Fri - 20 Nov, 2009	Revision	By Appointment
Tue - 24 Nov, 2009	Excel 4	08:30 - 16:30
Thu - 26 Nov, 2009	Excel 5	08:30 - 16:30
Tue - 1 Dec, 2009	Word 1	08:30 - 16:30
Thu - 3 Dec, 2009	Excel 1	08:30 - 16:30
Fri - 4 Dec, 2009	Revision	By Appointment
Tue - 8 Dec, 2009	PowerPoint 1	08:30 - 16:30
Thu - 10 Dec, 2009	Excel 2	08:30 - 16:30



Salmond House Training Centre

Cheshire Drive, BFPO 40
Tel: Courses Admin 72 4130
Fax: 72 3854



IT COURSE APPLICATION

APPLICANT DETAILS

Rank/Title:	Surname:	Forename:
Regt/Service or ID Number:	Unit: (Complete as applicable)	Branch:
Contact Telephone Number:	HQ UKSC(G) <input type="checkbox"/>	Address:
Applicant Email Address:	HQ ARRC <input type="checkbox"/>	
	RESG <input type="checkbox"/>	BFPO:
RSU <input type="checkbox"/>		
	Other _____	

COURSE DETAILS:

Please state whether your employer is funded by the British Government: YES/NO

Please specify the course(s) and course date(s) you wish to attend.

Should the "Course Date, 1st Choice" be fully booked you will automatically be allocated a place on the "Course Date, 2nd Choice". However, this may have an impact on next level courses applied for and your application will be adjusted accordingly. You will have the opportunity to confirm the allocated dates on the course confirmation form which will be included with your joining instructions.

Serial	Course Title	Course Date 1st Choice	Course Date 2nd Choice
1			
2			
3			
4			
5			
6			
7			
8			

LINE MANAGER AUTHORISATION:

I certify that that the above information is correct. This candidate has a legitimate requirement to be trained in these subjects and meets the requirements for training as stated in the course prerequisites.

Signed:
Name:
Rank/Grade:

Unit Stamp

Appointment:
Contact:
Date:

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