



Designed by Poppy H & Steph S, Chalsey Learning Champions

**The First Step Forward
Learning Hub
in partnership with
Abingdon & Witney College**

**Abingdon
& Witney
College**

ICT Functional Skills

Work towards either Entry Level 1, Level 2 or Level 3 ICT

- **Staying safe whilst on-line & using a PC or laptop**
- **Using the internet to search for information**
- **Using email to keep in touch with others and attaching documents**
- **Creating and formatting posters, flyers and informal documents using a word processor**
- **Using spreadsheet software to input data, perform basic calculations and create graphs and charts**
- **Writing and formatting letters and formal documents**
- **File management including creating, deleting and renaming files and folders**

Start date Thursday, 18th January
25th January 1st February 8th February 22nd February
and Wednesday 28th February with an
Exam date of Thursday 1st March.
10am-12.30pm

Berinsfield Adult Education Centre

This course is free to those who meet the criteria for full funding.

To find out more information or to enrol for the course please contact

**The First Step Forward on 01491 652255, email thefirststepforward@hotmail.com
or find us at www.facebook.com/thefirststepforward**

Alternatively contact Dorte Chandler or Simon Maisy at Abingdon and Witney college on 01235 216 216

Pre-enrolment is essential, we currently need 4 more enrolments for these planned dates to go ahead.

Closing dates for enrolment December 20th

Please do contact us if you would like to join but require help with transport