

BPHA Volunteer Training Opportunities for Spring 2008

All will be held at Sir William Harpur House, Blue Lounge on Friday mornings.
We have avoided half term and Easter.

Who is this training aimed at?

This training is for Volunteers, Residents, Community Groups and others who have basic computer skills and wish to expand those – you must be able to use a mouse and keyboard, open a program, be aware of the toolbars, save files and retrieve files.

The first three sessions are connected and so if you wish to attend then you need to book for all three.

The Word and Spreadsheet sessions – please book for both sessions so that we can be sure that you are at an appropriate standard for the second session.

Otherwise the sessions are individual sessions.

Booking

Please note that the numbers are limited for these courses and so if you do book, please make every effort to attend.

Please book your places by email to

Jane Clark

janec@bpha.org.uk

or

0777 197 4751 / 01234 791146

and leave a message stating your name, contact email and telephone number and which sessions you wish to attend.

If you have not had a confirmation within one week by email (except over the Christmas week) then please re-contact as some email addresses are refused by our system.

The Sessions

All sessions are listed on the attached sheet with an indication of the content of the course and the level of that content.

Spring 2008

| <i>Course Title</i> | <i>Date/Time/Venue</i> | <i>Description</i> |
|---|--|--|
| More Wikis/WebQuests Session 1 of 3 | Friday 11/01/08 9.30am – 1 pm Sir William Harpur House Brickhill | Following up on the Development of WebQuests in the Autumn Term. This session is the first of three sessions on collaboration on the web. Familiarity with using the web and a word processor is helpful |
| Collaboration using ICT/the web Session 2 of 3 | Friday 18/01/08 9.30am – 1 pm Sir William Harpur House Brickhill | Session 2 of 3 |
| Collaboration using ICT/the web Session 3 of 3 | Friday 25/01/08 9.30am – 1 pm Sir William Harpur House Brickhill | Session 3 of 3 |
| Introducing Word Processing Session 1 of 2 | Friday 01/02/08 9.30am – 1 pm Sir William Harpur House Brickhill | This is for people with <u>some experience</u> of using a word processor, able to use the keyboard effectively and is the first of two sessions. |
| More Word Processing Session 2 of 2 | Friday 08/02/08 9.30am – 1 pm Sir William Harpur House Brickhill | This is for people with <u>some experience</u> of using a word processor and is the second of two sessions. |
| Introducing Spreadsheets Session 1 of 2 | Friday 22/02/08 9.30am – 1 pm Sir William Harpur House Brickhill | This is for people with little experience of using spreadsheets and who are able to use a keyboard effectively. This is the first session of two. |
| More Spreadsheets Session 2 of 2 | Friday 29/02/08 9.30am – 1 pm Sir William Harpur House, Brickhill | This is the second session working with spreadsheets |
| Effective Web Searches Session 1 of 1 | Friday 07/03/08 9.30am – 1 pm Sir William Harpur House Brickhill | This is for people who use the web but have difficulty finding the information that they really want. I recommend this for <u>ALL</u> volunteers as it will give you some search strategies for working with beginners |
| Computer Management Session 1 of 1 | Friday 14/03/08 9.30am – 1 pm Sir William Harpur House, Brickhill | A review of how we manage our computers – the best free spyware available etc. For absolutely everyone who has basic computer skills and has their own machine |