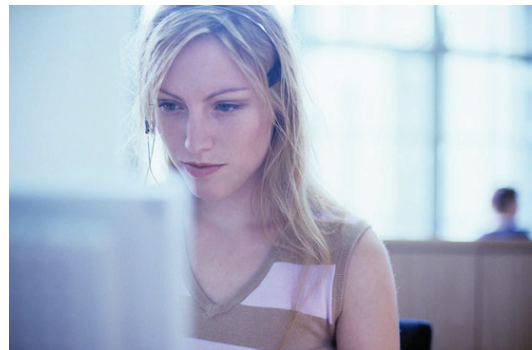# Free IT Training For All !

IT Training By ACS
City & Guilds Level 2

The City & Guilds Level 2 NVQ for IT Users (ITQ) is a nationally recognized qualification that demonstrates competence within the field of Information Technology.

The delivery method and the time to completion can be tailored to suit the needs of the organization or the needs of the individual.

The course will include some of the following units:

Word Processing

Create outstanding letters and documents by learning how to use Microsoft Word. Give your documents the impact they deserve. Learn how to create documents that contain formatted text, columns, tables and graphics. Use the application to check that your spelling and grammar is accurate.

What will you learn?
• Open and move around a Word document
• Enter and edit text in a Word document
• Format and layout text on a page
• Structure Documents
• Create & Edit Tables
• Import Graphics & Other Objects
• Print single & merged documents

Spreadsheets

Would you like to be able to analyse data quickly? Perhaps you need to create charts to explain your figures more clearly or to use statistics to understand trends? In this course you will learn how to produce spreadsheets that will not only look professional but will help you carry out a wide range of tasks using Microsoft Excel.

What will you learn?
• Open and save spreadsheets
• Enter and format Data
• Enter basic formulae & functions
• Edit & organize data
• Create charts
• Customise a spreadsheet
• Use advanced formulae & functions
• Import text & graphics
• Print a spreadsheet

Database

Make the most of information. Learn how to use a database application to store, organise and output information. Understand what relational databases are about and how they can help you. In this course you will learn how to use Microsoft Access.

What will you learn?
• Open & navigate a database
• Set up & use data tables
• Create & use data forms
• Sort and filter data
• Create & edit data search criteria
• Create a simple relational database
• Format & print reports

Presentations

Make your presentations count by getting your audience's attention. Do justice to your hard work by delivering professional and effective presentations. This course will help you learn how to use presentation applications, specifically Microsoft PowerPoint.

What will you learn?
• Open & save your presentation
• Create & format text slides
• Edit the design of slides
• Apply transitions & animations
• Insert & format charts
• Insert & manipulate graphics
• Import data
• Print a presentation

Email

This course helps you to organise e-mails, calendars, contacts and task lists simply and efficiently. It has been developed for new users of Microsoft Outlook or for users who are keen to learn more about the features and functionality of the software.

What will you learn?

• Manage your email
• Manage your contacts
• Manage your calendar
• Manage tasks
• Print emails
• Print calendar items

Internet/ Intranet

This course is a great introduction to the Internet and Intranets. It gives you all the information you need to get connected and the skills to search, buy and communicate online

What will you learn?

• Connect to the Internet
• Open, navigate & close Windows Explorer
• Configure Browser
• Improve Browser Performance
• Download material
• Compress & decompress files
• Use web mail
• Publish material on the web

To find out more about these valuable training courses contact ACS via the below methods

INVESTOR IN PEOPLE

Training on site, or at our new state of the art training centre