



## Older and Bolder Computing

### **WHY TAKE THIS COURSE?**

Do you know your computer basics and want more practice? Want to expand your computing knowledge?, Enjoy a course with a more mature outlook?, then Older and Bolder computing is for you as it uses project topics to explore your computer skills. Topics covered so far have included: Holiday Review newsletter, Past Present and Future local leaflets and '60 Years On' a celebration of the Queen's Diamond Jubilee where our work will contribute to an exhibition being shown at Warrington Museum. This term the theme is 'Festival Facts' to research and produce information about festivals from around the world (think about festivals you have experienced on your holiday).

### **WHAT ARE THE KEY TOPICS IT WILL COVER?**

This course will cover using refined search techniques for internet research.

Word processing skills: keyboarding, editing (insert, delete, cut and paste), formatting (using a range of font styles, sizes and colours).

Collating digital images: downloading images from camera, copying images from the internet and scanning images.

Desktop Publishing: Using Microsoft Publisher to integrate text and images into professional looking documents (posters/newsletters/leaflets).

*Or*

Presentation Graphics: Using Microsoft PowerPoint to integrate text and images to produce a professional slideshow presentation.

### **WHO WILL THE COURSE SUIT?**

Those mature learners who have some computer knowledge (for instance have completed Computing Essentials, Internet and Email or CLAiT).

### **IS THERE A QUALIFICATION AT THE END OF THE COURSE?**

No but you will keep a record of your achievement throughout the programme, which will enable you to access more advanced courses.