

## New Courses 2012 at the Fernhurst Centre

Ref no	Course/Description	Time and Date
BC1B	<p><b>Beginners Computing:</b> Windows operating system VISTA or Windows 7. Email and surfing using Microsoft Windows Mail and Explorer. On completion of the course students will be able to find information on the internet and send and receive emails. <i>Not suitable for beginners with XP. Please check your PC before you enrol</i></p> <p>Three Week course at £25            Book this course with Part 2 for £45 for the two</p>	<p>Wednesday 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup> May.            9.30 – 11.30 am</p> <p>Wednesday 20, 27 June            4 July.            9.30 – 11.30 am</p>
BC2B	<p><b>Basic Word Processing and Filing:</b> Word processing (using Word 2007 / 2010), managing your files and filing. On completion of the course, a beginner should be able to write and print letters and simple documents and file them properly. <i>Not suitable for beginners with Office 2003. Please check your PC before you enrol</i></p> <p>Three week course at £25            Book this course with Part 1 for £45 for the two</p>	<p>Wednesday 30<sup>th</sup> May, 6<sup>th</sup> and 13<sup>th</sup> June</p> <p>10 am – 12 noon</p>
IW	<p><b>Improvers Word 2010:</b> Revise and expand using WORD 2010 / 2007 facilities: formatting, tables, headers and footers, page layout, bullets and numbered lists, cutting and pasting between documents mail merge and tables. <i>Please check which version of Word Software you use ie 2007 or 2010 before you book. Not suitable for pupils with Word 2003.</i></p> <p>Three week course at £30</p>	<p>Wednesday 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> May</p> <p>7.00pm – 9.00pm</p>
TT	<p><b>Top Tips for WORD – OK - So you use WORD but.... could you use it more effectively and have more fun with it? There are a mass of shortcuts and quick methods that will help you to get more out of your Word Processing and eliminate some of those niggly frustrations. Enrol on this one week course and learn some simple helpful hints to enhance your Word -processing skills.</b></p> <p>Two-hour session at £10</p>	<p>Tuesday 15<sup>th</sup> May</p> <p>10am – 12 noon</p>

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TTL	<p><b>Top Tips for your Laptop</b> – bring along your laptop and make it work for you. Learn how to personalise the display, use external devices, install and uninstall programmes. Shortcuts adding icons to the desktop and much more besides.</p> <p>Two-hour session at £10</p>	<p>Wednesday 13 June</p> <p>2.00pm - 4.00pm</p>
MM	<p><b>Mail Merge:</b> Do you find it too time consuming to create envelopes for your Xmas cards / Greetings cards – do it once then never again! Keep your addresses in Microsoft Word and you can create and print labels or envelopes on your printer.</p> <p>Two-hour session at £10</p>	<p>Dates to be advised</p>
ES	<p><b>Using Excel spreadsheets:</b> Creating a spreadsheet including formatting, formulas, sheets etc. The course features a set of basic small business accounting templates which trainees can take home and use.</p> <p>Two week course at £20</p>	<p>Thursday 28<sup>th</sup> June and 5<sup>th</sup> July</p> <p>7.30pm – 9.30pm</p>
CL07	<p><b>Putting photos and pictures into documents using Word: Want to create your own greetings cards?</b> Inserted images (pictures and/or photos) and drawings. Prior experience of Word required.</p> <p>Two-hour session at £10</p>	<p>To be advised</p>
PP	<p><b>Using PowerPoint:</b> Learn to create punchy PowerPoint presentations including the use of master pages, transitions etc. NB: The courses uses PowerPoint 2010 – similar to PowerPoint 2007</p> <p>Two-hour session at £10</p>	<p>Thursday 12 July</p> <p>7. 30pm - 9. 30pm</p>
WD	<p><b>Web design – build your own website:</b> Design and create and upload your own website using free/ low cost software called WYSIWYG. Practical tips on buying server space and getting your website noticed by search engines. The course requires students to be competent at using a PC, WORD and surfing the internet.</p> <p>Six week Course at £60</p>	<p>Dates to be advised.</p>

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PU	<p><b>Posters Newsletters, Booklets etc:</b> An introduction to Desktop publishing using <b>Microsoft Publisher 2010</b>. Learn how to produce multipage newsletters, booklets, notices, notelets, cards etc.</p> <p>Three week course at £30</p>	Dates to be advised.
P1	<p><b>An Introduction to Digital Photography: Digital Cameras</b> (very briefly), uploading photos to the computer. Manipulating the images on the computer mainly using Picasa 3.</p> <p>Two week course at £20</p>	<p>Thursday 14<sup>th</sup> and 21<sup>st</sup> June</p> <p>9.30am – 11.30 am</p>
P2	<p><b>(Photoshop Elements 7) Digital Photography: Digital Cameras</b> (very briefly), uploading photos to the computer. Manipulating the images on the computer mainly using Adobe Photoshop Elements 7.</p> <p>Three week course at £30</p>	<p>Thursday 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> May</p> <p>7.30pm – 9.30pm</p>
FR1	<p><b>French Conversation: French conversation – Intermediate Level</b> in a relaxed and friendly class</p> <p>On-going in six week sessions</p>	<p>Monday</p> <p>8.00pm – 9.00pm</p>
FR2	<p><b>French Conversation: French conversation – Beginners Level</b> in a relaxed and friendly class</p> <p>On-going in six week sessions</p>	<p>Tuesday</p> <p>7.30 pm – 9.00pm</p>
SP	<p><b>Spanish: Do you have family or friends in Spain? Would you like to visit Latin America but don't speak Spanish? Or do you already know a little and would like to practise some more? Why not join our Spanish Conversation classes</b></p> <p>On-going in six week sessions</p>	<p>Tuesday</p> <p>8.00pm – 9.00pm</p>
UK	<p><b>Understanding UK Shares: Have you ever wanted to know more about shares but didn't like to ask. Come and spend 90 minutes learning how to make a successful investment. A free taster aimed at the beginners or those with a small amount if knowledge with the emphasis on how to gain a better understanding of UK shares and the stock market.</b></p>	Dates to be advised.

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Ref no	Course/Description	Time and Date
FC	<p><b>Facebook: Face Your Facebook Fears!</b> Intrigued by the online social networking phenomenon? Want to know how to find friends, update your status and follow threads? Come along for a guided tour.</p> <p>Two-hour session at £10</p>	Date to be advised.

Revised May 2012



## Course Provisional Enrolment Form

Please fill in using CAPITALS

Name .....

Address .....

..... Post Code .....

Phone No. (Day) ..... (Evening) .....

Email address .....

Course Title	Ref No	Start Date of Course (if known)	Vista / Windows 7*	Office 2003 or 2007?*

\* **Beginners IT Part 1 for users of Vista / Windows 7 (not XP).**

**Cheques** should be made payable to **Fernhurst Centre Ltd.** Please write your name, telephone number and the course(s) reference/name on the reverse of the cheque.

**Please return to:**

**Course Administration, The Fernhurst Centre, 2 Crossfield, Vann Road, Fernhurst, Haslemere GU27 3JL**

Data Protection: The information you have provided will be kept on a database and will be handled and processed in accordance with the Data Protection Act 1998. Your details will not be passed to other organisations.

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Thank you for putting your name down for a course at the Fernhurst Centre – you have a **PROVISIONAL** place reserved, and this will be confirmed by the Course Administrator subject to places being available and the course viable.

### Terms and Conditions of Booking

#### PAYMENT OF COURSE FEES

**Course fees should be made in full as soon as possible after confirmation of date and place** and no later than two weeks prior to the start date of the course, to secure your place on the course.

If Course **start date is less than two weeks** payment should be made immediately on confirmation of booking.

#### **CANCELLATION OF BOOKINGS BY STUDENTS**

If you have to cancel your booking, please notify the Fernhurst Centre (01428 641931) or the Course Administrator (01428 656605) immediately by telephone.

The Course fee will be refunded only if the vacated place can be refilled

If you fail to attend the course for the full duration no refund is payable.

#### **CANCELLATION OF COURSES BY THE FERNHURST CENTRE**

The Fernhurst Centre reserves the right to cancel any course at short notice if it becomes necessary to so. In the event, you will be notified as soon as possible and advised of options for transferring to another course. If you prefer to withdraw your booking, a full refund will be made.