



Fast Track Computer Aided Training Solutions created specifically for business.

Easy Manage Files and Folders

Suitable for:

Business or individual learners that have no, or limited knowledge of Windows and wish to develop its use within job role or business.

Aim:

To give a business, or learners, the basic skills to be able to use Windows for easy management of files and folders.

Course Objectives:

Things to know about Windows-

- Window's Environment - My Computer
- File, Edit, View, Favorites, Tools and Help
- Setting your Folder Options
- Filenames and file extensions

Creating folder structures for efficient storage of files

Searching – Files and Folders, Help and the Internet

Each learner issued with a **free** copy of Cool cats Computing's **Business Information Software 'BIS'** Ideal software for Leaders and Managers – designed to front end your business computer - **stop losing those important files.**

Duration:

3 hrs. 10-1pm or 1-4pm Monday to Friday. 9-12 noon Saturday.

Course Content:

A popular course and ideal for a business, or learners, requiring fast track basic skills for using Windows. The course provides the knowledge and skills necessary to use Windows effectively. Stop losing those important files.

Venue:

Delivered at your workplace - we come to you.

Cost:

£250.00 up to 3 learners - £50.00 per additional learner.

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Course enquiry form.

Easy Manage Files and Folders

Complete the form below and post to:

Cool cats Computing, 2 Richmond Close, Dean's Walk, Rochdale OL16 4RJ.

We will contact you to arrange the detail.

Contact name:

Company Name:

Address:

Post Code:

Tel:

Email:

Website:

Learner name(s):

Preferred dates:

Any special requirements:

Alternatively apply direct via our website

www.coolcatscomputing.com

Cool cats Computing
Learning Skills Council
Approved Training Provider.



Cool Solutions
to your
training needs

Fast Track flexible training programmes to meet your needs. If you require specific course objectives please don't hesitate to contact us and discuss. We will endeavour to meet your training needs quickly.

Why not try one of our other **Fast Track** courses...

- Skype Voice over Internet
- Outlook Setup and E-mail
- Excel
- Introduction to PowerPoint
- Build a Business Website
- 2D CAD using AutoCAD
- 3D CAD using AutoCAD
- SMART Board Notebook
- Provider Training Solution for delivering iTQ
- Certificate courses...
- iTQ the NVQ 'IT for Users'

Level 1 Level 2 Level 3

For more information please contact CCC at admin@coolcatscomputing.com