



**Fast Track Computer Aided Training Solutions created specifically for business.**

## **Skype Setup and Introduction to Voice over Internet.**

**Suitable for:**

Business or individual learners that have no, or limited knowledge of Skype 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 install and use Skype for voice and video over the Internet.

**Course Objectives:**

Things to know about Skype-

- Downloading software
- Webcam and Microphone use (supplied free)
- Installing Skype for Windows and registering
- Signing in, status and history
- Setting SkypeMe! mode and editing your Profile
- Sound check and making your first call
- Add a contact
- Make a call or Video call
- Use Skype to call landlines and cell phones – Skype Credit

**Duration:**

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

**Course Content:**

Our most popular course and ideal for a business, or learners, requiring fast track basic skills for using Skype. The course provides the knowledge and skills necessary to use Skype for basic business tasks taking advantage of all it offers. Skype could save you hundreds of pounds and improve your business efficiency.

**Venue:**

Delivered at your workplace - we come to you.

**Cost:**

£250.00 up to 3 learners - £50.00 per additional learner. Includes 1 webcam and microphone.

### **Course enquiry form.**

#### **Skype Setup and Introduction to Voice over Internet**

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](http://www.coolcatscomputing.com)

### **Cool cats Computing**

Learning Skills Council  
Approved Training Provider.



UK Register  
of Learning  
Providers



Learning and  
Skills Council

### **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...

**Easy Management of Files and Folders**

**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