



# Airhouse Studios

[www.airhousetudios.co.uk](http://www.airhousetudios.co.uk)

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## Computer Use and Business Management Skill

**Venue:** Airhouse Studios  
(ECDL Accredited Test Centre and Learn Direct Training Centre/ILA approved provider/Lantra Approved)

**Duration:** 5 x one day Tutor led training sessions

**Course Content:** Using the Internet  
Emailing  
File Management  
Word Processing  
Spreadsheets

**Cost:** £600 plus VAT

**Aims and Objectives:** At the end of the course the delegate will be able to operate a computer, understand hardware and software, handle files and folders, work with Windows, browse the Internet and use Email

Use search techniques to browse for information, be aware of the risks associated with Internet use

Confidently carry out everyday tasks online and be aware of the security measures necessary to do this

Create and save documents using Word

Edit and format documents

Print Documents

Perform Basic File Management

Create spreadsheets using Excel

Format spreadsheets and maintain spreadsheets

Use basic functions and formulas

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