

If you don't want to sign up for a course but are interested in helping we are always seeking the assistance of:

TRAINING ASSISTANTS AND VOLUNTEER HELPERS

All you need are: basic computer/IT skills appropriate to home PC's. and good interpersonal skills with the ability to communicate in a friendly manner.

Interested?

If you are interested in either this or any other volunteer opportunity we may have (e.g., Administration Assistants) or indeed just want to know more then please ask us.

For all bookings

Dacorum Communities for Learning,
C/O Warners End Community Centre ~
Stoneycroft ~ Hemel Hempstead ~
HP1 3QG

Tel: 01442 251930 anytime
(Answer phone in operation)

Email: yourdcfl@yahoo.co.uk

Course Calendar

<http://calendar.yahoo.co.uk/yourdcfl>

Dacorum Communities for Learning is a registered charity in England and Wales
(No.: 1127724)



You are also invited to attend any of the Internet cafes run by the Community Centres that comprise DCFL.

Attendance will give you the opportunity to practice and improve your ICT and Keyboard skills and all the centres have people on hand who are more than happy and willing to assist you in:

- DCFL Course work and various exercises. Just take your workbook along with you.
- Setting up an email account. This is a far cheaper and speedier way of communicating with friends and family. It also enables you to attach photos and other documents to send to your family and friends or any who may be serving in the armed forces. Ideal for clubs & groups too.
- Searching the internet. This could be for hobbies and interests, for clubs and associations in your area, for family history, jobs and reading newspapers online, to help your children with homework etc, the list is endless.
- Shopping on the internet, including finding cheap flights and holidays.
- Finding old school friends or ex service friends.
- Researching your family tree.
- Social networking on sites like Facebook, Myspace and Twitter
- CV writing

INTERNET CAFÉ TIMES OF OPENING AND COSTS

Gadebridge Community Centre:

Tel: (01442) 251002; web address:

<http://uk.calendar.yahoo.com/gadebridgecc>

Internet Café open Monday and Wednesday 10:00am to Noon. Computer usage is £1 per session. There is a nominal charge for any printing.

Grovehill Community Centre:

Tel: (01442) 262542; web address:

www.grovehillcommunitycentre.co.uk

Internet Café open Wednesday & Thursday from 9:30 am to Noon. Computer usage is £1 per hour. There is a nominal charge for any printing or refreshments.

Highfield Community Centre:

Tel: (01442) 398291; web address:

www.highfieldcommunitycentre.co.uk

Internet Café open Wednesday and Thursday from 09:30am to 1:30 pm. Computer usage is FREE for the 1st hour & £1 thereafter. There is a nominal charge for any printing or refreshments.

Tring Community Centre:

Phone: (01442) 890192; Web address:

www.tringcc.dsl.pipex.com

Internet Café open most mornings – telephone for an appointment. Computer usage is FREE but donations are gratefully received.

Warners End Community Centre:

Phone: (01442) 213339; Web address:

<http://warnersendna.org.uk/>

Internet Café open Wednesday 1:30pm – 4pm. Computer usage is FREE for the 1st hour and £1.00 thereafter. There is a nominal charge for any refreshments and printing.

Dacorum Communities For Learning



FREE

COMPUTER TRAINING COURSES

At

**Gadebridge, Grovehill, Highfield, Tring
and Warners End Community Centres**

**Leisure courses also available
(small charge applies)**

Phone: 01442 251930

Email: your.dcfl@yahoo.co.uk

Course Calendar:

<http://calendar.yahoo.co.uk/your.dcfl>

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FREE computing courses in:

- Introduction to Computers and Word processing

Learners will get to grips with the keyboard, mouse, computer settings and learn simple word processing skills.

- Basic MS Word

Learn how to write and edit documents and letters – using fonts, embolden, underlining, adding pictures, colours, borders, and cut and paste. In addition learners will be introduced to the concept of Headers and Footers and page numbering.

- Further MS Word

Learners will be introduced to more complex facilities available in MS Word; including tables; Lists; bullets; nested and sub-nested bullets; find and replace; bookmarking; watermarking etc. At the end of this course learners will be provided with the e-learning package *Advanced Word* which introduces (amongst others) mail merge.

- Internet & Email

Learn how to use search engines, shopping on the internet, open an email account and send and receive emails.

- Excel in the workplace

Create spreadsheets using cells, use of formulas to add, multiply and divide, monetary calculations, create different workbook sheets and introduce pie charts.

- ICT for Jobs

Designed to assist people who wish to either enter or return to employment by using MSWord and the Internet to prepare CVs, Letters of Application and conduct Job Searches. Learners will be introduced to PowerPoint and Excel.

To enable us to give personal attention to all our learners our Computing classes are limited to a maximum class size of 8.

We not only deliver Computer training – we can also help you with the following courses. However these **may involve a small charge –please ask for details:**

- Digital Photography
- Video Editing
- First steps in Management
- Touch Typing
- Basic Cookery Skills
- Food & Hygiene
- First Aid
- Contract Bridge
- Calligraphy
- Henna Artwork
- Jewellery Making
- Dancing - Latin & Ballroom/Sequence
- Line Dancing
- Spanish & German
- Art 'n' Crafts - Various
- Watercolour Painting
- Creative Writing
- Bowls

Courses usually run for 2 hours per week for 6 consecutive weeks; am, pm, or evenings

We would like to hear from learners about courses they would like to see in the area so please let us have any suggestions