

End of Year Update

Firstly a big thank you to everyone who has come along to IT training this year. I've delivered over 120 unique sessions which equates to over 360 individual learning experiences. The feedback from the workforce has been incredible – with the overriding opinion being that IT training is **undoubtedly** a worthwhile experience.



The introduction of Publisher and Photoshop has been a welcome addition to the schedule, with delegates leaving training excited at the prospect of being able to work efficiently in applications they have been "using" for years! Integra Level 1 is proving to be an essential course for new-starters, and Integra Level 2 shows users how easy it is to bulk email, mail merge letters and create labels. The feedback is generally – I wish I'd known this last week / month / year! (See more of what your colleagues have to say on Pg 2...)

The upgrade to Office 2007 continues to be rolled out successfully. Systems can report that approximately 50% of the workforce have upgraded – the remainder will follow during 2009! There do however seem to be some teething problems, and I've included an article titled Office 2007 FAQ's which I hope helps avoid those nasty FM's! (Frequent Mistakes! if you were wondering...)

IT Training Services is still an authorised testing centre for Office 2000 exams – however from mid 2009 Microsoft Certified Application Specialist exams (Office 2007) will also be available, helping to boost your skill-set and CV at the same time!

Well with that said, all that's left is to wish you a **wonderful festive season and a successful 2009!** I look forward to working with you all in the New Year – and to helping each of you achieve your full IT potential!

Thanks again and Best Regards

Roanne

Quarter 4, December 2008
Issue 3
IT Training Newsletter

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Quarter 1: Training Schedule

The Quarter 1 2009 training schedule is now available on the intranet to download!

Enrol on a date that suits your schedule and you will receive a confirmation email.

If you find you cannot enrol - it is because you don't have a registered training need. You should complete the relevant TNA and await a training authorisation email.

If you have any questions - please contact ittrainingservices@swimming.org

Office 2007 FAQ's

"How do I print, save or open new files? AARRRGHH - There used to be a file menu?"

The answer is spectacularly simple really - the most frequently used commands can be accessed by clicking the office button in the top left hand corner of the application window!



"I've e-mailed a document to a colleague who still has Office 2000 and they can't open the file! Why?"

You MUST work in compatibility mode until everyone in the organisation has upgraded. If you are currently saving the file as an Office 97-2003 file (.doc, .ppt, .xls) then you are doing the right thing, however, I'd recommend you change the save options in the application settings (see top tip on page 2!) - that way whenever you create a new file it will be compatible by default. (How simple!?)

"My Out Of Office Assistant doesn't switch itself off automatically!"

You're right - it doesn't (and it didn't switch itself on either!) On your first day back from annual leave - remember to turn off the Out of office assistant in Outlook!

"How do I create Personal Folders in Outlook 2007?"

Very easily actually, click on the file menu - choose new - click on new data file. Step through the default messages - in the next three dialogue boxes. On completion - you will see your new personal folder has been created in the folder list. (If you'd like to know more - why not enrol on an Outlook training course?)

"How do I add Headers and Footers in Word?"

Make sure you have clicked on the Insert Ribbon - then click on the header | footer icon. Make your selection from the drop down menu (choose blank and then insert page numbers, the date, quick parts etc). If you want to know more about Word functionality - enrol on a Word course today!

"How do I save as a PDF?"

Microsoft has now made it easy for everyone with Office 2007 to Save any Office file as a PDF - however you need to download the tool: (it doesn't take very long at all!) You can email ittrainingservices@swimming.org with the subject header: Microsoft PDFMaker and the link will be supplied by reply!

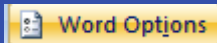
If you have any particular Office 2007 questions, email: ittrainingservices@swimming.org

Top tip: Working in Compatibility Mode:

Click the office button



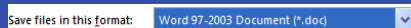
Click the Word, Excel or PowerPoint Settings button at the bottom of the menu



Go to the Save group of options



Choose to save files in the 97-2003 file format



As you are now saving files in compatibility mode - any new files you create will be automatically compatible and can be opened by those who are still using Office 2000!

IT Focus:

Eva Payates
AASE Programme Administrator



IT Training has played a significant role in my current job as a project administrator. My quality of work has improved dramatically and I have also learnt new ways to do things more efficiently. I have also just recently attained a Microsoft Office Specialist Qualification at Core level (for Word, PowerPoint and Excel) and I am now working towards the Expert Level, which is great as this qualification is internationally recognised!

I feel great being able to support the rest of the admin team and my management in an advanced manner. Now we can do things like "pivot tables" and clever formulas, which before training just sounded like things only IT Specialists could do!!

Furthermore, the quality of the training sessions is high, as the courses are delivered in line with the official Microsoft training standards. In addition to this, the trainer delivers the courses in a very positive and supportive manner, with a great emphasis on how you can apply your knowledge from IT training in your specific job role, which I think is very important.

So overall, since you can gain so much on a professional and personal level at no cost of your own, I'd say it is definitely worth your time! And for those of you who can't drive either share a lift with a colleague or take the train, (once in Redditch all you have to do is take a taxi which is only a 10minute journey!)

If you'd like more information take a look at the MOS section on the it Training Services section on the intranet or email ittrainingservices@swimming.org

What your colleagues are saying about IT Training!

"I was reasonably proficient at Microsoft Office applications through self teaching; however the IT training ran through short cuts and highlighted more efficient ways of producing high quality work. This has made my day to day job much easier and gaining the Microsoft Office Specialist qualification has enhanced my CV - on top of it all the lunch was pretty good too!"

Matt Shields

"I just wanted to say that the Photoshop course was brilliant, I learnt so much. I have also started to touch up my old photo's, working in layers is fantastic, and I even managed to convert to black and white and then add colour to one part of the photo."

Anonymous

"I am happy to say that the standard of training is very high. There is always the opportunity to try out the new skills you have learnt in a way that relates to real life situations but in the safety of the training environment. I have found the training experience invaluable and am keen for my team to attend in the near future."

Joanne Thomas

"I have never worked for a company that allowed its staff to take part in such worth while courses. I have learnt so much, improved my skills and am really proud to have passed my exams. I am now having

great fun putting all my new found skills to good use, thanks Roanne."

Amy Moss

"I feel I benefit from every IT Training course I attend. Learning some basic short cuts saves time in the office and allows me to work more efficiently. The more complex areas enable me to produce professional documents and I look forward to attending Adobe Photoshop and Publisher courses in the new year"

Nicky Jones



"Since going on my Photoshop course I've been touched up and look years younger - far better than a face lift and cheaper!!!!"

Wendy Coles

"I have attended Integra 1 and Integra 2 training which I [now] use regularly... I have also attended Word 1 and look forward to booking onto Word 2 in the new year. Excel Level 1 was the next course for me - I have never used excel before and was apprehensive before attending the course. I found the trainer to be very explicit ... and now use what I learnt at both Word 1 and Excel 1 quite considerably..."

Diane Stafford

"The course exceeded my expectations"

Mark Griggs

"Just learning some additional basics - means that tasks which took half an hour previously.... can now be done within a few minutes, meaning that more time can be spent on customers not paperwork!"

Helen Preedy

A Christmas Thought?

And the Grinch, with his Grinch-feet ice cold in the snow, stood puzzling and puzzling, how could it be so?

It came without ribbons. It came without packages, boxes or bags. And he puzzled and puzzled 'til his puzzler was sore.

Then the Grinch thought of something he hadn't before.

What if Christmas, he thought, doesn't come from a store.

What if Christmas, perhaps, means a little bit more.....

