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| Information Technology – Document Management | November 27  2012 | |
|  | | Paul Good (20058208) |

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# Assignment 1: Details

## Half Day Courses

**COURSE OUTLINES:** This series of courses consists of 4 separate half-day courses offered twice, each course covering different subjects and/or topics.

**WHAT DO THE COURSES OFFER:** An opportunity to learn new techniques, and investigate new features and functions in Microsoft Office applications.

**WHO ARE THE COURSES DESIGNED FOR?** For tutors/teachers who have a basic knowledge of word-processing, spread sheets and/or databases, and who wish to further their skills in using applications software.

**Course structures:**

The 4 sessions will be spent working with a particular application where individuals can ask for help with specific problems that they have encountered in any of the applications, or use the time to develop their own examples, with assistance available if required.

The series of half-day courses has been schedules as follows.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates: | Topic: | Details: | Time: | Cost: | Venue: |
| *Tuesday 14 July or Tuesday 21 July* | **Spreadsheets** | Mathematical Functions  (SUM, MIN, MAX, AVERAGE)  Conditional and Statistical Functions  Data Tables | 9.15-1.15 | €75 | Main Building, Room 36 |
| *Wednesday 29 July or Wednesday 2 September* | **Word Processing** | Mailmerge.  Style Sheets and Templates  Bookmarks and Annotations  Indexes and Table of Content | 1.15-5.15 | €95 | Mill Lane Annexe |
| *Thursday 10 September or Thursday 17 September* | **Databases** | Creating Searches  Forms and Reports  Validation Rules  Calculation Fields | 1.15-5.15 | €95 | Mil Lane Annexe |
| *Friday 11 September or Friday 18 September* | **Presentation Software** | Creating Title Slides  Creating Master Slides  Creating Organisation Charts  Creating Slides from Outline View | 9.15-1.15 | €75 | Main Building, Room 34 |

# Assignment 2: Advert

## Half Day Courses for Tutors/Teachers

These courses are designed for tutors/teachers who have a basic knowledge of the software and who wish to further their skills

* Spreadsheets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_14 and 21 July 2002
* Wordprocessing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_29 July and 2 September 2002
* Databases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10 and 17 September 2002
* Presentation Software \_\_\_\_\_\_\_\_\_\_11 and 18 September 2002

**Word Processing**

**Details:** Mailmerge**,** Style Sheets and Templates**,** Bookmarks and Annotations**,** Indexes and Table of Content.

**Time:** 1.15-5.15

**Cost:** €95

**Venue:** Mill Lane Annexe

**Spreadsheets**

**Details:** Mathematical Functions**,** (SUM, MIN, MAX, AVERAGE)**,** Conditional and Statistical Functions**,** Data Tables.

**Time:** 9.15-1.15

**Cost:** €75

**Venue:** Main Building, Room 36

In order to book fill in an application form and send or fax it to the Teachers Centre.

|  |
| --- |
| **For Further details Contact Teachers Centre** |
| **Phone**: 1800 400 220 **Email**: [tc@yahoo.com](mailto:tc@yahoo.com)  **Fax:** 1800 400 200 **Mail**: Plunkett Drive, Waterford |
|  |

**Presentation Software**

**Details:** Creating Title Slides**,** Creating Master Slides,Creating Organisation Charts**,** Creating Slides from Outline View

**Time:** 9.15-1.15

**Cost:** €75

**Venue:** Main Building, Room 36

**Databases**

**Details:** Creating Searches,Forms and Reports,Validation Rules**,** Calculation Fields

**Time:** 1.15-5.15

**Cost:** €95

**Venue:** Mill Lane Annexe

Half Day Courses for Tutors/Teacher

# Assignment 3: Application

**Spreadsheets**

**Dates:**  *Tuesday 14 July or Tuesday 21 July*

**Details:** Mathematical Functions**,** (SUM, MIN, MAX, AVERAGE)**,** Conditional and Statistical Functions**,** Data Tables.

**Time:** 9.15-1.15

**Cost:** €75

**Venue:** Main Building, Room 36

Please select course(s) by ticking box(es):

**Presentation Software**

**Dates:** *Friday 11 September or Friday 18 September*

**Details:** Creating Title Slides**,** Creating Master Slides,Creating Organisation Charts**,** Creating Slides from Outline View

**Time:** 9.15-1.15

**Cost:** €75

**Venue:** Main Building, Room 36

**Databases**

**Dates:** *Thursday 10 September or Thursday 17 September*

**Details:** Creating Searches,Forms and Reports,Validation Rules**,** Calculation Fields

**Time:** 1.15-5.15

**Cost:** €95

**Venue:** Mill Lane Annexe

**Word Processing**

**Dates:** *Wednesday 29 July or Wednesday 2 September*

**Details:** Mailmerge**,** Style Sheets and Templates**,** Bookmarks and Annotations**,** Indexes and Table of Content.

**Time:** 1.15-5.15

**Cost:** €95

**Venue:** Mill Lane Annexe

Spreadsheets 14 July □ 21 July □

Wordprocessing 29 July □ 2 Sept □

Databases 10 Sept □ 17 Sept □

Presentation Software 11 Sept □ 18 Sept □

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount enclosed: \_\_\_\_\_\_\_\_\_\_\_

Method of payment: Cash □ Cheque □ Credit Card □

|  |
| --- |
| Mail: Plunkett Drive, Waterford Fax: 1800 400 200 |
| **FOR OFFICE USE ONLY** |
| Student No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount Paid \_\_\_\_\_\_\_\_\_\_\_\_ Concession/Refund\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Assignment 4: Mail Merge

04/12/12

«First\_Name» «Last\_Name»,

«Address\_Line\_1» «Address\_Line\_2»«City»

Dear «Title» «Last\_Name»,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I «First\_Name» «Last\_Name» will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,



04/12/12

Elizabeth Ryan,

4a O'Connell Street Waterford

Dear Ms Ryan,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I Elizabeth Ryan will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,



04/12/12

Paddy Williams,

8 College Court BallytruckleWaterford

Dear Mr Williams,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I Paddy Williams will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,



04/12/12

David Atkins,

127 Hunters Close Castle GrangeCo. Waterford

Dear Mr Atkins,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I David Atkins will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,



04/12/12

Saoirse Walshe,

Flat 10 70 JohnstownWaterford

Dear Ms Walshe,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I Saoirse Walshe will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,



04/12/12

Mary Power,

27 Dunmore Road Waterford

Dear Mr Power,

We invite you to attend an interview in WIT’s School of Education at 10.00am on one of the following dates:

Monday December 12th

Tuesday December 13th

Wednesday December 14th

Thursday December 15th

Friday December 16th

Please select a date and return the following tear-off form:

I Mary Power will attend the meeting on the:

Monday December 12th □

Tuesday December 13th □

Wednesday December 14th □

Thursday December 15th □

Friday December 16th □

Regards,

