

### **0900 Microsoft Excel**

This demonstration is designed to help you make the most of Microsoft Excel. You will learn about functions (e.g. mathematical), cell formatting, headers and footers and pivot tables and charts.

This demonstration will be in the form of a video. There is also a quiz to test your knowledge of Microsoft Excel.

Suitable for individuals (including students) and businesses.

Eligible for CPD Points.

### **1000 Microsoft PowerPoint**

This demonstration is designed to help you get the most of Microsoft PowerPoint. You will learn about slides, inserting images, animations, setting up slide shows and much more.

This demonstration will be in the form of a video. There is also a quiz to test your knowledge of Microsoft PowerPoint.

Suitable for individuals (including students) and businesses.

Eligible for CPD Points.

### **1100 Garden Lighting**

This demonstration is designed to help you get the most of your garden, using garden lights. You will be shown the various garden lights that can be used in borders, paths, beds etc. A list of stockists where you can get garden lights will be provided.

This demonstration will be in the form of a video.

Suitable for individuals (e.g. hobbyists) and businesses.

### **1300 Adobe Photoshop**

This demonstration is designed to help you make the most of Adobe Photoshop. You will learn about optimising images for the web as well as editing techniques such as cropping.

This demonstration will be in the form of a video. There is also a quiz to test your knowledge of Adobe Photoshop.

Suitable for individuals and businesses.

Eligible for CPD Points.

### **I400 Information Security**

This demonstration is designed to help you understand the aspects of Information Security. You will learn about social media, visitors, information on the move, clear desk policy and much more.

This demonstration will be in the form of a video. There is also a quiz to test your knowledge of Information Security.

Suitable for individuals and businesses.

Eligible for CPD Points.

### **I500 Web Design**

This demonstration is designed to help you understand the aspects of web design. You will learn about paragraphs, unordered and ordered lists, tables, links, CSS and much more.

This demonstration will be in the form of a video. There is also a quiz to test your knowledge of Web Design.

Suitable for individuals and businesses.

Eligible for CPD Points.