

Home & Office IT Courses

Get started with the IT basics or build on what you already know. You can learn about email, the internet and software applications, improve your office skills or even learn about web design. You can buy some courses online and get learning right away!



Using Computers -A comprehensive range of courses to help you build on your basic IT skills and get more from computers at home or at work.

Word Processing- Word processing can be one of the most useful skills you'll ever learn. Create eye-catching business documents, write letters to loved ones, design a CV...the possibilities are endless.

Spreadsheets- Knowing how to create and maintain spreadsheets can be a very useful skill. Use them to manage budgets and even keep track of your personal finances!

Databases- Databases are essential part of any business - and knowing how to create and manage them can be a great advantage. Use them to keep customer records, store employees' details and much more.

Internet & Emailing- Be part of the Internet revolution! Courses to give you all the skills you need to surf the net safely and use e-mail to catch up with family, friends and work colleagues around the globe.

Presentations- Presentations are a widely used technique - and can be an effective business tool, whether you're selling to customers or putting a point across to colleagues.

Desk Top Publishing- It's one thing to know how to use a word processing package - and quite another to produce creative, eye-catching documents! Desktop Publishing lets you increase the benefit - and the fun! - you get from your computer.

Web Design- range of jargon-free courses and step-by-step guides to give you all the skills you need to build a professional-looking website for business or pleasure.

IT Security- Viruses and Spam can vary from being an annoyance to a serious risk to you computer's security. Learn how to protect yourself and your data!

Essential Skills – Every Step offers wide range of Maths and English courses to help improve the basic a skills essential for staff to be confident and efficient at work and using IT to its full potential.