



E-Business courses

Computers and Software

eCourses in Computers & Software give you instant access to the skills you need. With no paperwork or advance booking you can start straight away and because courses are delivered in bite-size modules you dictate the pace, letting you fit training into your working day.

Courses include:

- **Microsoft Word 2000, 2002 (XP), 2003, 2007**
- **Microsoft Excel 2000, 2002 (XP), 2003, 2007**
- **Microsoft Access 2000, 2002 (XP), 2003**
- **ECDL Syllabus 5 2003**
- **ECDL Syllabus 5 2007**
- **Microsoft Project 2000**
- **Microsoft Outlook 2000, 2002 (XP), 2003, 2007**
- **Microsoft PowerPoint 2000, 2002 (XP), 2003, 2007**
- **Keyboard & Typing Skills**
- **Web Development**
- **Professional IT and IT Applications**
- **Computer Art**
- **Desktop Publishing**

How it works.

Every Step Ltd is a professional training company providing solutions to all sectors including Individuals and large and small businesses. The training offered by Every Step uses a 'blended learning' approach using a mixture of online courses supported by a personal mentor, workshops tailored to employer needs and formal assessment to enable people to increase their skills and qualifications at their desk or at home.

If you are interested in undertaking an online IT course in the workplace, we can register you with Learndirect and set you up to access your learning online.

How much will it cost?

In many cases, government funding is available to cover the cost of your learning and qualification. If you have less than 5 GCSE's at grades A-C and do not already have an NVQ level 2 - you won't have to pay a penny! But if you do not qualify, typical single course costs range from £21.00 to £66.00 including VAT.

Microsoft Word 2000, 2002 (XP), 2003, 2007 Intermediary and Advanced

Word Processing

About the course

These days more and more people create their own written work by using their PC. Whether you feel like writing a story or putting together a letter in your spare time, or whether you need to create professional looking documents for work, then Word is the right piece of software for you.

This course is also available to suit different levels of ability. So whether you'd like to learn the very basics of word processing or just develop some of the skills you already have, our friendly staff will help you to work out what level you're at and point you in the right direction.

Perhaps you need to learn how to create a new Word document and then save it. Or maybe you'd like to know how to use different fonts, font styles and sizes in your work. We can show you how to format the layout of your page and insert things like graphics, charts and tables into a document. We can also help you to manage document within a workgroup environment or help you to set up a table of contents, cross references and bookmarks.

Whatever you're struggling with, doing practise questions and getting plenty of feedback will help you get to grips with any problem areas.

By completing this course you'll be working towards the ITQ and ECDL. These qualifications could help you to become more effective in your job. They're nationally recognised and show employers that you have the computer skills they're looking for. It'll really boost your CV, and could help you get ahead at work.

Why learn with us?

This course is perfect for you if you're struggling to:

- Understand the very basics of Microsoft Word
- Apply different fonts, font styles and sizes to your text
- Insert images, graphics, charts, and tables into a document
- Align, justify and delete text
- Print a document
- Cut, copy and paste text
- Structure documents
- Do mail merges
- Perform advanced text editing and handling operations
- Manage documents within a workgroup environment
- Insert a table of contents, cross-references and bookmarks in a document
- Import and link data

Microsoft Excel 2000, 2002 (XP), 2003, 2007 Intermediary and Advanced and Databases

Spreadsheets

About the course

Whether you'd like to be able to create charts and graphs to explain figures more clearly or retrieve, sort and manipulate data from a list - Excel is the right software package for you. Taking this course will give you the skills you need to use Excel either as part of your day to day life or at work.

This course is also available to suit different levels of ability. So whether you'd like to learn the very basics of Excel or just develop some of the skills you already have, our friendly staff will help you to work out what level you're at and point you in the right direction.

Perhaps you need to learn how to create new spreadsheets or edit existing ones. Or maybe you'd like to know how to add formulae to your spreadsheet calculations. We can show you how to improve your spreadsheets using formatting and how to create charts and graphs. We can also help you to create and modify shared workbooks and create links between them. You could also learn how to explore data analysis tools making you an advanced Excel spreadsheet user.

Whatever you're struggling with, doing practise questions and getting plenty of feedback will help you get to grips with any problem areas.

By completing this course you'll be working towards the ITQ and ECDL. These qualifications could help you to become more effective in your job. They're nationally recognised and show employers that you have the computer skills they're looking for. It'll really boost your CV, and could help you get ahead at work.

Why learn with us?

This course is perfect for you if you're struggling to:

- Open, create, and save spreadsheets
- Enter and format data or formulae
- Create charts and graphs
- Create and use templates
- Use filters to retrieve, sort and manipulate data from a list

Microsoft Access 2000, 2002 (XP), 2003

Databases

About the course

Whether you'd like to be able to build and maintain a database, or find out how to sort out and filter records in your data - Access is the right software package for you. Taking this course will give you the skills you need to use Microsoft Access and help you become more resourceful when storing data.

This course is also available to suit different levels of ability. So whether you'd like to learn the very basics of Access or just develop some of the skills you already have, our friendly staff will help you to work out what level you're at and point you in the right direction.

Perhaps you need to learn how to create new databases and edit existing ones. Or maybe you'd like to know how to create and use data forms and tables. We can show you how to sort and filter data. We can also help you to create a simple relational database, or format and print reports.

Whatever you're struggling with, doing practise questions and getting plenty of feedback will help you get to grips with any problem areas.

By completing this course you'll be working towards the ITQ. Having a qualification is a great way to show employers you have the skills they are looking for. It'll really help you to get a job or get on at work.

Why learn with us?

This course is perfect for you if you're struggling to:

- Set up a new database
- Set up and use data tables
- Create data forms
- Sort and filter data
- Create and edit data search criteria
- Create a simple relational database
- Format and print reports

ECDL Syllabus 5 2003 & 2007

About the course

If you want to gain the confidence, skills and knowledge to use computers, then getting an ECDL qualification could be right for you. Not only will you get familiar with a whole range of common IT software packages, but the ECDL is also an internationally recognised qualification.

Once you've done all your learning, you'll need to purchase the assessments from an approved ECDL test centre to gain the qualification.

If you're interested in working towards the ECDL qualification, you can buy all seven courses that lead to this qualification in the single ECDL bundle.

Why learn with us?

When you have completed this course, you will be able to:

- understand what a database is and why you might use one
- set up a database
- enter, edit and print data
- create, update and manage forms, queries and reports
- set field properties
- distinguish between flat-field and relational databases
- maintain a database and share data with other applications

What should you already know?

ECDL is perfect for anyone who wants to brush up on their computer skills. This course, Databases, is ideal for beginners and those who feel unsure about how to use Access, or what it can do for them.

To get the most from this course, having access to Microsoft Access is advised. Those wishing to focus on a particular version of Microsoft Access may wish to choose from Access 2000, Access 2003, or Access XP courses, although these courses do not link to the ECDL qualification.

Microsoft Project 2000

About the course

Efficient project management can make a significant contribution to the success of any business. However, just 57% of small businesses use a formal planning tool. Microsoft Project provides you with a range of tools and features to help you produce detailed schedules, track dependencies and deliver projects on-brief, on-time and on-budget.

Why learn with us?

When you have completed the MS Project training course, you will be able to:

- identify MS Project screen menus, buttons and toolbars
- set up a project file
- create a Gantt chart
- schedule a project and specify summary tasks and subtasks
- identify dependencies and constraints
- analyse and allocate resources
- identify costs
- use statistics and reports to check a project's progress
- review and amend schedules using Gantt charts, critical path tools and customised calendars

What should you already know?

Microsoft Project is ideal for people with responsibility for planning and managing projects. Staff at all levels of seniority - from administrators to team leaders and senior managers - will benefit from this course.

Microsoft Outlook 2000, 2002 (XP), 2003, 2007

About the course

E-mail is now the business communication tool of choice, so it's vital that all your employees have the skills and confidence to use it effectively.

This course provides you with a simple, no-nonsense introduction to Outlook and business tasks it can help with.

It takes you step-by-step through the process of creating and sending an e-mail. As your confidence grows, you'll practise using more advanced tools to build an address book, send an attachment and choose delivery options. You'll also learn how to use the Calendar, Contacts and Task List to manage information, schedule appointments and track tasks.

As you work through the course, you'll complete a series of simple exercises and work with actual Outlook e-mail messages. A test at the end of the course lets you practise your new skills and check that you have understood all the techniques covered.

Why learn with us?

When you have completed this course, you will be able to:

- Identify Outlook's screen components
- Create and send an e-mail message
- Attach files to messages
- Reply to and forward e-mail messages
- Build an address book and create a distribution list
- Enter appointments, meetings and events into the Calendar
- Create and manage a Contacts List
- Track and manage 'To Do' lists in the Task List

What should you already know?

This course has been specifically developed for complete beginners with no prior knowledge of electronic communication.

Microsoft PowerPoint 2000, 2002 (XP), 2003, 2007

About the course

The way a business communicates with customers, employees and other organisations can have a huge influence on its success and productivity.

A strong visual presentation is one of the most powerful communication tools at your disposal. Prepare and deliver it well, and your audience will remember you, your business - and your message.

This course will help you master the basics of PowerPoint, allowing you to create, modify, print and deliver engaging visual presentations at meetings, conferences and over the internet.

Why learn with us?

When you have completed this course, you will be able to:

- create, modify and print business presentations
- use templates to build your presentations
- enhance your presentations with charts, tables and drawing tools
- run simple, customised or animated slide shows

What should you already know?

This PowerPoint training course is ideal for business owners, team leaders, managers or anyone who needs to prepare and deliver presentations.

Keyboard & Typing Skills

Using your computer

About the course

Would you like to know how to use a computer? As businesses become increasingly reliant on computers, it's vital that you develop basic IT skills if you don't want to be left behind. This course will introduce you to what computers are about and how to use them.

Perhaps you need to understand the different parts of a desktop computer and what they're used for. Or maybe you'd like to know how to use computers as part of your everyday life - learning about software, security, and managing files. We can show you how to organise your files and folders, how to print, and how to personalise your desktop. We could also show you how to set up passwords, use a text editor, and understand more about computer networks.

Whatever you're struggling with, doing practise questions and getting plenty of feedback will help you get to grips with any problem areas.

By completing this course you'll be working towards the ITQ. Having this qualification is a great way to show employers you have the skills they are looking for. It'll really help you to get a job or get on at work.

Why learn with us?

This course is perfect for you if you're struggling to:

- Understand more about the main parts of a PC
- Learn about the hardware and software
- Know how to store data, save files, or change an existing document.
- Know what a computer network is and how to set one up
- Understand security and legal issues that could affect your PC use
- Use Windows Explorer to manage files
- Use a text editor
- Personalise your PC, including changing the display and time settings
- Take care of your PC

Keyboard A-Z (KAZ)

About the course

Employees with poor keyboard and typing skills can cost businesses time and money, while errors and inaccurate documents look unprofessional.

This course helps to improve typing speed and accuracy. The course takes, on average, just 90 minutes to complete and will deliver a marked improvement in your keyboard skills.

Why learn with us?

When you have completed this online typing course, you will be able to:

- identify the location and finger layout for the A-Z keys
- touch-type words, numbers and punctuation keys accurately
- use the keyboard without looking at it
- apply your typing skills to your work.

What should you already know?

This course is ideal for anyone who wants to learn how to touch-type or improve their keyboard skills.

Web Development

What is it?

A 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.

XML

Web Publishing and Design with HTML 4.01 and XHTML

Frontpage 2000

Photoshop CS4

Photoshop 7

Java 2 5.0 programming

Flash CS4

Flash 8

CIW Foundations exam preparation

Dynamic HTML

Javascript

Web Design & Graphics

Photoshop CS

Dreamweaver 8

ITQ

What is it?

The ITQ is a nationally recognised qualification (NVQ Level 2). It's tailor-made for you, taking into account any existing IT skills or qualifications you already have.

Improving Productivity Using IT

IT2 Troubleshooting for Users (IT for Work)

IT2 Maintenance for Users (IT for Work)

IT2 The internet and Intranets (IT for Work)

IT2 Email (IT for Work)

ITQ Planner

Spreadsheets

Security for Users

Word Processing

Databases

Presentations

Computer Art

What is it?

Learn how to create professional looking documents on your own computer, from wall charts to posters and flyers. Software packages covered include:

[IT1 Computer Art](#)

[Photoshop CS4](#)

[Photoshop 7](#)

[Photo CS](#)

[Flash CS4](#)

[Paint Shop pro 5](#)

[Web Design & Graphics](#)

About the course

This course introduces you to the basics of designing and building a website. You'll learn how to plan the structure of your site, how to maintain it, and also how to make sure it displays properly on different browsers. The course covers the different colour schemes, backgrounds and image maps you might want to include and also how to use HTML, dynamic HTML, JavaScript, QuickTime, Flash and Shockwave.

This series presents concepts for designing and building Web sites. It covers how to plan the structure of a Web site, maintaining the Web site files, and considering the affect that various browsers, monitors, and systems can have on the display of a site. Strategies for making a site download quickly and display well across all browsers and systems are presented, along with creating colour schemes, backgrounds, GIF transparencies, and image maps. Additional topics covered in this series include the use of HTML and graphics for formatting and layout, and other useful tools such as frames, animated GIFs, dynamic HTML, JavaScript, QuickTime, Flash, and Shockwave.

Why learn with us?

When you've completed this course you'll be able to:

- Design and build a website
- Plan the structure of a website and the what you want it to look like
- Use formatting when building a website
- Use images when building a website

What should you already know?

This course is perfect if you're interested in learning more about building or creating graphics for a website.

Desktop Publishing

About the course

Whether you'd like to be able to create eye-catching posters of a lost pet or advertise your company with brochures, sales flyers or newsletters - Microsoft Publisher is the right piece of software for you. By taking this course you'll learn the skills you need to get the most out of Publisher and create professional looking documents.

This course is also available to suit different levels of ability. So whether you'd like to learn the very basics of Publisher or just develop some of the skills you already have, our friendly staff will help you to work out what level you're at and point you in the right direction.

Perhaps you need to learn how to create a new publication for yourself using built in templates. Or maybe you'd like to know how to add extra impact to your publications with special effects, colour, texture, and backgrounds. We can also show you how to tailor your design to suit your audience and look at everything from copyright and data protection to cost-effective printing options.

Whatever you're struggling with, doing practise questions and getting plenty of feedback will help you get to grips with any problem areas.

By completing this course you'll be working towards the nationally recognised ITQ - a personalised, flexible qualification that helps you to become more effective in your job and demonstrates your skills and experience to your employer.

Why learn with us?

This course is perfect for you if you're struggling to:

- Open, navigate and close Microsoft Publisher
- Use a publication template and amend the text
- Change font, colour, border and shading styles
- Use special text effects
- Proof read a publication
- Prepare files and export them
- Change page size and orientation

For more information contact Every Step Ltd on 01206 710 943

Email: admin@everystep ltd.co.uk

visit us @ www.everystep ltd.co.uk