

# FORECOURT TRAINING



# Computer Awareness

## An interactive training course on PC Training

This interactive learning course is designed to make you feel more comfortable with the PC in your back office.

It will help you master the mouse and the keyboard if you do not have these skills already and it will explain the mysteries of the "Desk Top". The learning design adopted ensures effective engagement of the Learner by continued interaction utilizing screen prompts to guide the trainee through the course and those with little or no computer experience will find it easy to use.

The course will also introduce the basic concepts of programs such as Microsoft Word, Excel and PowerPoint.

Progress and achievement is tested during the tutorial, by inbuilt assessment tests and the course records the Learner's progress through a bookmarking system providing an auditable trail to inform the learner of their progress and results.

- Have the course customized to reflect your company's corporate identity, site requirements and company policy
- Delivery of training can be configured to suit individual company IT requirements

Using the Forecourt training series provides:

- A cost effective solution to your training and ongoing assessment requirements
- Recorded evidence of training covering safe working practice and legal compliance
- Progress and achievement that is measurable
- Consistent, reinforced auditable training

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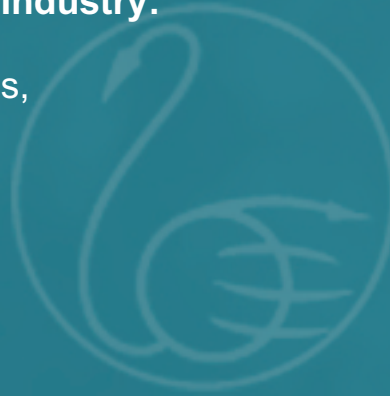
**Make your Forecourt a Safety Zone -  
Keep it Safe and Legal**

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## Interactive Training courses for the Petrol Retail Industry:

Safety First on the Forecourt,  
Competent Persons – Assisted/Unassisted Deliveries,  
LPG/Autogas deliveries,  
Forecourt Working Safely,  
Sale of Alcohol,  
Fire Training,  
PC Training,  
Food Safety,  
Age Related Sales.



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# ...training for success

## Course Elements

1. Communicating with the PC. Mouse Keyboard.

2. PC Basics  
Understanding the computer.  
What is Windows?

3. Microsoft Office - Word  
Understanding the Word Screen.  
Loading and Saving a Document.  
Writing and Editing Text.  
Special Procedures.

4. Microsoft Office - Excel  
Understanding the Excel Screen.  
Loading and Saving a Spreadsheet.  
Basic Worksheet Operations.  
Special Procedures.

5. Microsoft Office – PowerPoint  
A Blank Presentation.  
Templates.  
Opening an Existing Presentation.



Further information available at:

[www.fourcourt.co.uk](http://www.fourcourt.co.uk)