

Date	Time	Description	HLTA Standards ICT skills covered	HLTA Standards Other skills which may apply
Tue 3,10,17 October 2006	1 - 3pm Each day	Creating Classroom Resources <ul style="list-style-type: none"> ◆ Make interactive PowerPoint presentations ◆ Download and use Hot Potatoes software to create interactive quizzes and puzzles ◆ Whiteboard training to support the use of these resources 	2.4a 2.4b	1.6 3.1.1 3.1.3 3.1.4 3.3.1 3.3.8
Tue 14,21,28 November 2006	1 - 3pm Each day	Desk Top Publishing <ul style="list-style-type: none"> ◆ Make banners, labels, worksheets, posters, flyers and newsletters ◆ Learn the basics of Microsoft Publisher ◆ Greeting cards from templates and blank layouts 	2.4a 2.4b	1.6 3.1.1 3.1.3 3.1.4 3.3.1 3.3.8
Tue 16,23,30 January 2007	1 - 3pm Each day	File Management <ul style="list-style-type: none"> ◆ Improve your confidence ◆ Organise files and folders to know where they are ◆ How to view and search for your files ◆ Use windows explorer 	2.4b	1.6 3.1.1
Tue 6,13 March 2007	1 - 3pm Each day	Word Processing for Assignments <ul style="list-style-type: none"> ◆ Collation and table of contents ◆ Headers and footers ◆ Page numbering and word count ◆ Formatting—layout and columns etc 	2.4a 2.4b	1.4 1.6
Tue 20,27 March 3 April 2007	1 - 3pm Each day	Word Processing Basics <ul style="list-style-type: none"> ◆ Cut and paste text ◆ Use Word art and clip art ◆ Insert pictures you have taken ◆ Add borders ◆ Know your toolbars and icons 	2.4a 2.4b	1.6 3.1.1 3.1.3 3.1.4 3.3.1 3.3.8
Tue 1,8,15 May 2007	1 - 3pm Each day	Get to know your Computer better <ul style="list-style-type: none"> ◆ Set up and troubleshoot printers ◆ Manage a print queue ◆ Recover from software crashes ◆ Know your desktop 	2.4b	1.6 3.1.1
Tue 12,19,26 June 2007	1 - 3pm Each day	Make better use of the Internet <ul style="list-style-type: none"> ◆ For support of your teaching and learning ◆ Use education websites ◆ Find curriculum documents and download them! ◆ Refined searching ◆ Understand what Acrobat reader does and .pdf files 	2.4a 2.4b	1.6 3.1.1 3.1.3 3.1.4 3.3.8

If you are interested in any of these courses please contact Carole Tonner :
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