

July 2018 - Friday Evening - 3

First Session: Friday 6 July 2018

Date	Session	Module Number	Module Name	Time and Duration
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Friday 6 July 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	5:15pm - 7:15pm (2 Hours)
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Friday 13 July 2018	Lesson	3	Word Processing (Microsoft Office Word) Lesson	6:45pm - 8:45pm (2 Hours)
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Friday 20 July 2018	Official ECDL Atlas Cloud Diagnostic Test - EnlightKS ECDL - Diag. Eng - Timed (an optional extra session) - This is the first Extra session and this first extra session is Free of charge.	3	Word Processing (Microsoft Office Word) Extra Session	5:00pm - 6:50pm (1.80 Hours)
	Break			
	Lesson	5	Databases (Microsoft Office Access) Lesson	6:55pm - 8:55pm (2 Hours)

Friday 27 July 2018	Lesson	5 and 4	Databases (Microsoft Office Access) Lesson and Spreadsheets (Microsoft Office Excel) Lesson	5:15pm - 7:15pm (2 Hours)
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Friday 3 August 2018	Lesson	6	Presentation (Microsoft Office PowerPoint) Lesson	6:55pm - 8:55pm (2 Hours)
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Friday 10 August 2018	Lesson	7	Online Essentials (Microsoft Office Outlook) Lesson	6:55pm - 8:55pm (2 Hours)
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Friday 17 August 2018	Lesson	2	Computer Essentials Lesson	6:55pm - 8:55pm (2 Hours)
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Friday 24 August 2018	Lesson	1	IT Security Lesson	6:55pm - 8:55pm (2 Hours)
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