



IT Skills for Beginners

This course is for those who are complete beginners and have little or no experience using IT, aiming to build their confidence in using IT.

The course is delivered in a friendly, informal way and is learner centred. Each session allows for practice of what has been learnt during the session.

| Date | Time |
|------------------------------|-------------|
| Wednesday 12th January 2022 | 10am to 2pm |
| Wednesday 19th January 2022 | 10am to 2pm |
| Wednesday 26th January 2022 | 10am to 2pm |
| Wednesday 2nd February 2022 | 10am to 2pm |
| Wednesday 9th February 2022 | 10am to 2pm |
| Wednesday 16th February 2022 | 10am to 2pm |

Location: Mold Town Centre

Sessions include: familiarisation with a chromebook, online safety, using email, searching the web, basic introduction to word processing and spreadsheets and other subjects learners identify as important to them.

This course is fully funded and free for those aged 19+ living in Flintshire.

To book, please email training@groundworknorthwales.org.uk or phone 01978 757524 and ask for the Training Team.

www.groundworktraining.org.uk

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DCiO Gogledd Ddwyrain Cymru
North East Wales ACL



Sgiliau TG i Ddechreuwyr

Cwrs ar gyfer dechreuwyr a phobl heb brofiad neu fawr ddim profiad o ddefnyddio TG, gyda'r nod o feithrin eu hyder i ddefnyddio TG.

Mae'r cwrs yn cael ei gyflwyno mewn ffordd gyfeillgar, anffurfiol sy'n canolbwyntio ar y dysgwr. Bydd cyfle ymhob sesiwn i ymarfer y pethau a ddysgwyd.

| Dyddiad | Amser |
|-------------------------------|----------|
| Dydd Mercher 12 Ionawr 2022 | 10am-2pm |
| Dydd Mercher 19 Ionawr 2022 | 10am-2pm |
| Dydd Mercher 26 Ionawr 2022 | 10am-2pm |
| Dydd Mercher 2 Chwefror 2022 | 10am-2pm |
| Dydd Mercher 9 Chwefror 2022 | 10am-2pm |
| Dydd Mercher 16 Chwefror 2022 | 10am-2pm |

Lleoliad: canol tref yr Wyddgrug

Sesiynau yn cynnwys: ymglyfarwyddo â Chromebook, diogelwch ar-lein, defnyddio e-bost, chwilio ar y we, cyflwyniad sylfaenol i brosesu geiriau a thaenlenni a phynciau eraill mae'r dysgwyr yn eu hystyried yn bwysig.

Mae'r cwrs yn cael ei ariannu'n llawn ac mae am ddim i bobl 19+ oed sy'n byw yn Sir y Fflint.

I archebu e-bostiwch training@groundworknorthwales.org.uk
neu ffoniwch 01978 757524 a gofynnwch am y Tîm Hyfforddiant.

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