



16 Cromarty Campus  
Rosyth Euro Park  
Rosyth, Dunfermline  
Fife  
KY11 2WX

T: 01383 418980  
[www.resourcestore.co.uk](http://www.resourcestore.co.uk)

## IT TRAINING CATALOGUE

Please find details of training sessions currently on offer by the Resource Store Ltd. Training can be undertaken at weekends as well as Monday-Friday.

Cost (all training costs are subject to VAT):

- 1 **£925** for up to 15 delegates for each **full day** (9.15-3.30) per training room. Additional delegates will be charged at £50 each. Please note that a maximum of 20 delegates per room can be accommodated. Authorities with <=10 schools qualify for a £100 discount assuming a maximum of 10 delegates.
- 2 **£480** for up to 15 delegates for each **half day** (am = 9.15-12.30; pm = 12.30-3.45) per training room. Additional delegates will be charged at £25 each. Please note that a maximum of 20 delegates per room can be accommodated. Authorities with <=10 schools qualify for a £50 discount assuming a maximum of 10 delegates.
- 3 **£420** for up to 15 delegates for each **twilight session** (4.30-6.30) per training room. Additional delegates will be charged at £20 each. Please note that a maximum of 20 delegates per room can be accommodated. Authorities with <=10 schools qualify for a £50 discount assuming a maximum of 10 delegates.

### Please note that

- a The quoted costs assume that the Purchaser agrees to photocopy delegate packs and distribute electronic files required on the day. A master copy of these resources will be supplied by RSL prior to the training date.
- b In the unlikely event that the Resource Store Ltd should have to cancel the training after a booking has been confirmed, no charge will be levied and one copy of delegate materials will be provided free of charge.
- c In the event of the Purchaser cancelling the training after a booking has been confirmed, then alternative date(s) will be offered and a £165 surcharge levied. Should the Purchaser not accept the alternative date(s), a flat fee of £150 to cover administration expenses will be levied.
- d Times are negotiable.
- e A booking cannot be confirmed until the Resource Store Ltd issues a Contract and the Purchaser signs and returns the Contract.

**Please contact us if you would like to discuss your School or Authority training needs.**

LEVEL	
Beginner (B)	Delegates have little or no experience/knowledge in the software being used in the training session
Intermediate (I)	Delegates have completed beginner sessions (or equivalent) and have limited experience/knowledge in the software being used in the training session
Advanced (A)	Delegates have completed intermediate sessions (or equivalent) and have good experience/knowledge in the software being used in the training session

Ref	Title and description	Level	Session
IT1	<b>Working with Multiple Worksheets</b> For delegates who are new to using multiple worksheets in MS Excel. Predominately trainer led, delegates will be shown how to copy and name worksheets; use labels in formulae, name cells and carry out simultaneous calculations.	I	1 hour
IT2	<b>Introduction to Pivot Tables using MS Excel</b> No experience of Pivot Tables? Let the trainer explain what Pivot Tables are, when they should be used and what the fields represent. Then over to you for a few practise exercises.	I	1 hour
IT3	<b>Parameter Queries in MS Access</b> A parameter query is one that prompts a database user for criteria. This session demonstrates the use of parameter queries.	I	45 mins
IT4	<b>Introducing Relational Databases using MS Access</b> For those new to relational databases, a trainer led session that teaches the principles of setting a primary key and creating one-to-one relationships between two or more tables.	B	1 hour
IT5	<b>Simple Queries in MS Access</b> Select queries are the most common interrogation method of a MS Access database. This session explains then gives practise in creating select queries and covers the following skills: sorting results on single and multiple fields; query using mathematical operators, the * wildcard, the ? wildcard, Like and Or.	B	1 hour
IT6	<b>Tables in Ms Word</b> One of the most powerful tools within MS Word is the tables feature. This session is for those who are new to using tables in word. Learn how to create a table and then enhance its appearance by use of the borders and shading icon or the Autoformat option. Merge and split cells to present information in another way. Carry out simple calculations using the function command.	B	1 hour
IT7	<b>An Introduction to Charting in MS Excel</b> Learn how to create pie, column and bar charts. Familiarisation of the chart toolbar. Charts not quite right? This session shows why the chart wizard should not be totally relied upon when creating charts by examining and altering the data series of charts.	B	45 mins

<b>IT8</b>	<b>Formulae and Functions in MS Excel</b> What is the difference between a formulae and a function? This session introduces the use of arithmetical operators in construction of formulae and gives delegates practice in using the following functions: SUM, AVERAGE, MIN, MAX, COUNT, IF	<b>B</b>	<b>1 hour</b>
<b>IT9</b>	<b>Common Features in MS Office Applications</b> Familiarisation with menus and toolbars that appear in one or more of the office applications.	<b>B</b>	<b>30 mins</b>
<b>IT10</b>	<b>An Introduction to Forms in MS Access</b> A trainer led session that introduces delegates to the creation and design features of forms. Explanation of the different sections of a form, use of colour within forms. Demonstration and chance to examine some of the properties of a form and to create combo boxes (drop down lists) within a form.	<b>I</b>	<b>2 hours</b>
<b>IT11</b>	<b>An Introduction to Reports in MS Access</b> A trainer led session that introduces delegates to the creation and design features of reports. Introduction to simple calculations within reports.	<b>I</b>	<b>1.5 hours</b>
<b>IT12</b>	<b>Mailmerging to MS Word from MS Access Queries</b> On completion of this training session, you will be able to explain the concept of mail merge; construct a main document in Microsoft Word, containing merge codes; perform merges from Microsoft Access using Tables and Queries; preview a merge; correct any errors identified in preview and explain why it is unnecessary to save the completed merge.	<b>I</b>	<b>1 hour</b>
<b>IT13</b>	<b>Using Styles in Ms Word</b> A style is a collection of formatting attributes which you can simultaneously apply to text to quickly change its appearance. Styles also form the basis of a table of contents within a document. This session allows you to apply existing Styles to text, modify existing Styles, create new Styles, add new Styles to templates and copy Styles between documents.	<b>I</b>	<b>1 hour</b>
<b>IT14</b>	<b>Advancing Pivot Table Skills</b> This session allows the trainer to introduce the Pivot Tables feature of MS Excel then gives YOU the delegate a chance for lots of hands-on practice.	<b>I</b>	<b>2.5 hours</b>
<b>IT15</b>	<b>Introduction to MS Word</b> Designed for the complete novice to Word this session focuses on the basic skills that will get you started on document creation including text selection, formatting your documents, inserting headers and footers, creating simple tables and bulleting and numbering lists.	<b>B</b>	<b>3 hours</b>
<b>IT16</b>	<b>Introduction to MS Excel</b> Designed for the complete novice to Excel this session focuses on the basic principles of a spreadsheet. You will be taught how to format your spreadsheet and to insert arithmetical formulae and use the sum and average functions. Finally printing options will be explored.	<b>B</b>	<b>2 hours</b>

IT17	<p><b>Introduction to MS Access</b></p> <p>Designed for the complete novice to Access this session focuses on the creation of a database from scratch including identification of a suitable primary key. Once the databases are created then opportunity will be given to perform simple sorts and queries. Note this session does NOT include creation of database relationships.</p>	B	3 hours
IT18	<p><b>Creating Databases using MS Access</b></p> <p>Similar in content to IT17, this session takes the complete beginner through the process of creation of a database but incorporates the opportunity to practise filtering skills instead of query skills</p>	B	2 hours
IT19	<p><b>Making the most of MS Word</b></p> <p>Discover and use some of the hidden tricks contained within Word that make life easier when creating documents. For example create and use autotext entries, use format painter, format page numbers, bullets and numbered lists, and work with drawing objects.</p>	I	1 hour
IT20	<p><b>Introduction to MS Outlook</b></p> <p>This session aims to introduce you to some basic features of MS Outlook, as follows:</p> <ul style="list-style-type: none"> <li>◆ Making a variety of appointments via the Calendar facility</li> <li>◆ Determine colleagues' availability by reviewing their diaries</li> <li>◆ Flagging/prioritising emails</li> <li>◆ Keeping detailed contact information</li> <li>◆ Creating distribution lists in email</li> </ul>	B	1.5 hours
IT21	<p><b>Designing Forms in MS Word</b></p> <p>If you are comfortable using the tables feature of MS word then progress to designing forms in Word. After a quick revision of table creation design turns to form features such as Text Form Fields, Drop Down Box Form Fields and Check Box Form Fields. After creation of the form we then examine ways of protecting the document.</p>	I	1 hour
IT22	<p><b>Working with Large Documents in MS Word</b></p> <p>Beginning to explore some of the more advanced features of word this session starts with a look at the creation and insertion of footnotes and endnotes. Delegates then learn how to create a bookmark within a large document before moving on to creating and working with styles. The styles are then used to create Tables of Contents before a quick tour of working with different sections in a document allowing for example, different headers and footers on pages.</p>	A	2 hours
IT23	<p><b>Introduction to MS PowerPoint</b></p> <p>Demonstration and tasks that take you through from the skills required to create a slide to creation of a self running presentation. Demonstration of different slide views, working with the master slide and altering the way that slides and objects on slides behave are all included in this session.</p>	B	2 hours

<b>IT24</b>	<b>Using the Drawing Toolbar</b> Using all of the icons on the drawing toolbar to best advantage and grouping and ungrouping items. XP users: use of the drawing canvas.	<b>B</b>	<b>45 mins</b>
<b>IT25</b>	<b>Introduction to MS Publisher</b> This session teaches you how to create a multipage publication from scratch or by using the in-built wizard features.	<b>B</b>	<b>2 hours</b>
<b>IT26</b>	<b>Developing your Skills in MS PowerPoint</b> Revision of slide creation before working with colour schemes and inventing your own design template.	<b>I</b>	<b>1 hour</b>
<b>IT27</b>	<b>Developing Skills in Relational Databases and Multiple Worksheets</b> A task only session with one intermediate MS Access task to complete and one multiple worksheet task to complete with the guidance of the trainer.	<b>I</b>	<b>1 hour</b>
<b>IT28</b>	<b>Using and Querying Relational Databases</b> Focus of this session is on hands-on practice to reinforce the techniques behind creating relationships between tables in MS Access. Opportunity to then build upon existing query skills within MS Access to interrogate the linked tables for information. Also gives opportunity to practise using wildcards and functions in queries.	<b>I</b>	<b>2.5 hours</b>
<b>IT29</b>	<b>Advancing MS Excel Skills</b> Learn how to use CountIf, Vertical and Horizontal Lookups. Conditional formatting of results. Sorting and filtering data using simple and advanced techniques. Grouping and outlining data.	<b>I</b>	<b>2.5 hours</b>
<b>IT30</b>	<b>Working with Sections in MS Word</b> This training session offers delegates the opportunity to practise the following skills with trainer support: <ul style="list-style-type: none"> <li>◆ insert section breaks in MS Word documents</li> <li>◆ change page orientation within MS Word documents</li> <li>◆ create different headers and footers within MS Word documents</li> </ul>	<b>A</b>	<b>1 hour</b>
<b>IT31</b>	<b>Creating Reports in MS Access</b> An opportunity to develop basic report creation skills with the support of the trainer. This session goes into more detail than session IT11 and includes using the grouping facility, rearranging the sort order and creating charts from reports.	<b>I</b>	<b>2 hours</b>
<b>IT32</b>	<b>Conquering the Higher Administration Specimen Paper 2005</b> This session provides an opportunity to 'walk through' the specimen IT paper issued by SQA when the Arrangements for Higher Administration changed. The session covers exam techniques and hints for completion of the paper. The IT skills required for each task are demonstrated and delegates then have the opportunity to undertake each of the tasks with the support of the trainer.	<b>A</b>	<b>2.5 hours</b>

IT33	<p><b>Navigating the Higher ITFM NAB (2005)</b></p> <p>This session takes delegates step by step through a set of tasks similar in style to NAB001 as produced by SQA for the ITFM unit. The IT skills are demonstrated and delegates have the opportunity to practise the skills with the support of the trainer. The session also contains hints and tips for completion of the NAB.</p>	A	2.5 hours
IT34	<p><b>Hands On Complex Interrogations of Relational Databases*</b></p> <p>This training allows YOU to practise skills with the aid of an experienced and supportive trainer. Delegates will be given the opportunity to practise these skills independently with trainer assistance when necessary. Using databases, within which relationships are already set up, delegates will work through tasks building upon existing query skills and developing new query skills such as</p> <ul style="list-style-type: none"> <li>◆ wildcards</li> <li>◆ aggregate functions</li> <li>◆ calculated fields</li> </ul>	A	2.5 hours
IT35	<p><b>Hands On MS Access Reports*</b></p> <p>This training allows YOU to practise skills with the aid of an experienced and supportive trainer. Delegates will be given the opportunity to practise these skills independently with trainer assistance when necessary. Using databases, within which relationships are already set up, delegates will work through tasks building upon existing query skills and developing new query skills such as</p> <ul style="list-style-type: none"> <li>◆ wildcards</li> <li>◆ aggregate functions</li> <li>◆ calculated fields</li> </ul>	A	2.25 hours
IT36	<p><b>Hands On Functions and Summary Worksheets</b></p> <p>This training allows YOU to practise skills with the aid of an experienced and supportive trainer. Delegates will be given the opportunity to practise these skills independently with trainer assistance when necessary. Using partially prepared worksheets delegates will work through tasks developing skills in the use of the following functions in single and multiple worksheets</p> <ul style="list-style-type: none"> <li>◆ VLOOKUPS</li> <li>◆ HLOOKUPS</li> <li>◆ COUNTIF</li> <li>◆ ROUND</li> </ul> <p>Functions will include the use of cell addresses and/or named ranges.</p>	A	2.5 hours
IT37	<p><b>Hands On Sorting and manipulating data in MS Excel</b></p> <p>This training allows YOU to practise skills with the aid of an experienced and supportive trainer. Delegates will be given the opportunity to practise these skills independently with trainer assistance when necessary. Using prepared worksheets delegates will practise the following skills</p> <ul style="list-style-type: none"> <li>◆ filtering</li> <li>◆ grouping and outlining</li> <li>◆ pivot tables/charts</li> </ul>	A	2.25 hours

IT38	<p><b>Becoming a Wizard in Word</b></p> <p>This training allows YOU to practise skills with the aid of an experienced and supportive trainer. Delegates will be given the opportunity to practise these skills independently with trainer assistance when necessary. Using partially prepared documents delegates will work through tasks developing skills such as</p> <ul style="list-style-type: none"> <li>◆ working with multiple sections within a document</li> <li>◆ working with tables - sorting, calculations within tables, converting text to tables</li> <li>◆ creating and editing forms</li> <li>◆ working with styles and tables of contents</li> </ul> <p>A variety of business documents such as letters, reports and newsletters will be used for these tasks.</p>	A	3.5 hours
IT39	<p><b>Mastering the Power of PowerPoint</b></p> <p>Using prepared text delegates will practise the following skills</p> <ul style="list-style-type: none"> <li>◆ using the master slide</li> <li>◆ inserting action buttons</li> <li>◆ creating and importing charts and tables</li> <li>◆ using design templates and colour schemes</li> <li>◆ slide hyperlinking</li> <li>◆ animation</li> <li>◆ automation</li> </ul>	A	1.5 hours
IT40	<p><b>Integration Of Ms Office Applications*</b></p> <p>An opportunity to work through a set of tasks that encompass the skills required to integrate data to and/or from the following applications</p> <ul style="list-style-type: none"> <li>◆ Word</li> <li>◆ Excel</li> <li>◆ Access</li> <li>◆ PowerPoint</li> </ul> <p>The skills covered are good preparation for the Higher Admin external exam.</p>	A	3 hours
IT41	<p><b>MS Excel skills for Int2 Administration</b></p> <p>This day provides an opportunity to focus on spreadsheet skills specifically for Intermediate 2 Administration. Skills covered include: working with multiple worksheets ; name cells; format cells, shading and borders; sort data on two criteria; formulae and functions (maximum, minimum, count, IF); combined formulae; absolute cell references; charts; integration with MS Word. All materials, including source files and solutions to exercises, are provided. As well as an excellent training experience, the materials will provide an invaluable classroom resource as files and materials may be copied for use in your own Centre.</p>	I	Whole day
IT42	<p><b>MS Excel skills for H Administration</b></p> <p>This day provides an opportunity to focus specifically on the more advanced features of MS Excel as detailed in the Higher Administration Arrangements. The skills covered include: formulae and functions (CountIf, Round, Vertical and Horizontal Lookups); conditional formatting of data; data consolidation; sorting and filtering data using simple and advanced techniques; add/edit/delete</p>	A	Whole day

	comments; grouping and outlining data; simultaneously working with data in multiple worksheets; sorting; charts; integration from other applications.		
<b>IT43</b>	<p><b>MS Word skills for Int2 Administration</b></p> <p>This day provides an opportunity to focus on the word processing skills outlined in the Intermediate 2 Arrangements. The skills covered include: Formatting text and documents; customise bullets and numbering; insert graphic; insert headers and footers with name, date, time and filename; shade and border text; indent paragraphs; insert page break; customise automatic page numbering; mailmerge; integrate data from a spreadsheet and from a database. All materials, including source files and solutions to exercises, are provided. As well as an excellent training experience, the materials will provide an invaluable classroom resource as files and materials may be copied for use in your own Centre.</p>	<b>I</b>	<b>Whole day</b>
<b>IT44</b>	<p><b>Using Your IT skills to produce Fabsy Admin Lessons</b></p> <p>Discover the hidden depths of your IT skills! This day is a chance to enhance your existing Word, PowerPoint and Excel skills to create interactive classroom resources eg crosswords, quizzes and interactive presentations. Also includes a trainer demonstration of Hot Potatoes - free software that allows you to produce multiple choice, gap fill, crosswords and match it exercises.</p>	<b>A</b>	<b>Whole day</b>
<b>IT45</b>	<p><b>Preparing for an Internal Admin Assessment (H)</b></p> <p>Pupils about to sit an internal ITFM assessment? This session is a walkthrough of some of the skills that they may encounter in a NAB. Materials provided on the day provide a useful resource for pupils to use as a pre-assessment practice.</p>	<b>A</b>	<b>Half day</b>
<b>IT46</b>	<p><b>Whistlestop Tour of INT2 Admin skills (SS and DB)</b></p> <p>This session gives whistle stop revision and consolidation of the spreadsheet and database skills at Administration Int2 level. Delegates will be given demonstrations of basic document editing, tabs, numbers and bullets, tables and mailmerge and then be given the chance to practice these skills. This is followed by a short integrated exercise which will also draw upon Word Processing skills.</p>	<b>I</b>	<b>Half day</b>
<b>IT47</b>	<p><b>Whistlestop Tour of INT2 Admin skills (WP and PPT)</b></p> <p>This session gives whistle stop revision and consolidation of the word processing and PowerPoint skills at Administration Int2 level. Delegates will be given demonstrations of multiple worksheets, database forms and reports then the chance to practice these skills. This is followed by a short integrated exercise which will also draw upon database skills. When looking at PowerPoint, delegates will look at the Master Slide, colour and design, action buttons, movement of slides and PowerPoint shows.</p>	<b>I</b>	<b>Half day</b>
<b>IT48</b>	<p><b>Preparing for an External Admin Assessment (H)</b></p> <p>Pupils/students about to sit a preliminary or external examination at Higher? This session is a walkthrough of some of the skills that they may encounter in such an examination. Materials provided on the day provide a useful resource for pupils to use as a pre-examination practice.</p>	<b>A</b>	<b>Half day</b>