



**Plumpton College at
Flimwell
Centre for Sustainable Food
& Farming
Course Information**

Course Name: Improving use of Word, Excel and Outlook for Rural Businesses

Tutor: Sarah White, Telham Training Ltd

Venue: Plumpton College at Flimwell,
The Woodland Enterprise Centre, Flimwell,
TN5 7PR

Part day course

Start Time: 10.00 am
Finish time: 4.00 pm

Designed for: New and existing micro and small businesses in the south east of England

Aims of the course: .To help small business owners to improve their skills in and widen the use of Word, Excel and Outlook in their business.

Typical number of delegates:

Course runs approximately twice a year

Course Timetable

10.00 am – 10.15 am	Course administration/ tea or coffee/introductions
10.15 - 11.45 am	Word – using styles, contents pages, page breaks & page numbers. Working with tables, headers & footers, envelopes & labels.
12.00 pm	Excel – creating a worksheet, searching, sorting & filtering lists
12.30 – 1pm	LUNCH
1.00 – 2.00 pm	Excel continued - formulas & functions for practical use
2.15 - 3.45 pm	Outlook – using Outlook as a CRM (<i>Customer Relationship Management</i>) program including emails, contacts, calendars, tasks, notes
3.45 pm – 4.00 pm	Summary /Questions and Answers Tea / Coffee and Course Evaluations

What you need to bring: Hot & cold drinks are provided, but you will need to bring a packed lunch. Course notes will be provided for post course reference, but you might like to bring a pen and paper to make any additional notes of your own.

Course Outcome: College Certificate

Follow on course suggestions: Introduction to Web Design for Micro Businesses, ICT for sales and marketing for Rural Micro Businesses, Health and Safety Procedures and Awareness for Rural Businesses. For dates and further course information please contact Plumpton College at Flimwell. www.foodfarmingforestry.co.uk

To book this course, for further information, Plumpton College at Flimwell, Woodland Enterprise Centre, Hastings Road, Flimwell, TN5 7PR Tel 01580 879 547 e-mail gammoc@plumpton.ac.uk

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