

# FREE MICROSOFT TRAINING

If you don't have a computer or would like some support to do the training go to:

#### Acorn Centre,

51 High Street, Grimethorpe, Barnsley S72 7BB  
Tel: 01226 712575. Fax: 01226 781029  
Contact: Margaret Stevenson

#### Blacker Hill Lifelong Learning Centre,

Wentworth Road, Blacker Hill, Barnsley, S74 0RL.  
Tel: 01226 749543. Fax: 01226 741869  
Contact: Joanne Dennis

#### Cudworth Centre Of Excellence,

Robert Street, Cudworth, Barnsley S72 8UQ  
Tel: 01226 717531 Fax: 01226 718995  
Contact: Kerry Grafton

#### Dearne Enterprise Centre,

1 Barnburgh Lane, Goldthorpe, Rotherham S63 9PG  
Tel: 01709 881181 Fax: 01709 881649  
Contact: Kerry Grafton

#### Jump Children & Adult Learning Centre,

Church Street, Jump, Barnsley S74 0HZ  
Tel: 01226 748805 Fax: 01226 746877  
Contact: Joanne Dennis

#### Kendray Learning Centre,

Thornton Road, Kendray, Barnsley S70 3NG  
Tel: 01226 293264 Fax: 01226 202607  
Contact: Margaret Stevenson

#### Penistone E Learning Centre,

High Street, Penistone, Sheffield S36 6BR  
Tel: 01226 762313 Fax: 01226 766795  
Contact: Nigel Ball

#### Roundhouse Lifelong Learning Centre,

Laiithes Crescent, Athersley, Barnsley S71 3AE  
Tel: 01226 244528 Fax: 01226 770458  
Contact: Isabel Harris

#### Royston Lifelong Learning Centre,

Station Road, Royston, Barnsley S71 4EP  
Tel: 01226 787222  
Contact: Nigel Ball

#### Worsbrough Common ICT Learning Centre,

Warren Quarry Lane, Worsbrough Common,  
Barnsley, S70 4ND  
Tel: 01226 771099 Fax: 01226 771611  
Contact: Isabel Harris



## Would you like to gain or improve your digital skills absolutely free?

Now you can, and it is absolutely free. Microsoft has started a campaign to help tackle rising unemployment. In partnership with Barnsley Council they are offering free training opportunities to the people of the borough. Barnsley has won over 50,000 FREE Microsoft online training courses.

This is great news for people living and working in Barnsley because you get access to respected, job relevant qualifications. Around 75% of existing jobs and 90% of new jobs require some computer skills.

There are different levels of training on offer. There will be help for you to decide which level you would be best suited to.



## The levels are :

**1** Microsoft Essential Skills, comprising 11 modules, covering the basics of Windows and Microsoft Office 2007.

This would be of interest to you if:

- You have not used Microsoft Office before and need it to apply for jobs
- You are about to leave school
- You want to build up your CV
- You are on a temporary contract or are unemployed

To access this course please visit

**[www.microsoft.com/uk/britainworks](http://www.microsoft.com/uk/britainworks)**

Use code: 6112BWWOBAR0707

**2** Microsoft Business Worker. This covers specialism in Word/Excel and/or Power Point. Exams are available.

This will be of interest to you if:

- You are a current user of Microsoft Office, but would like to improve your skills
- It would help you do your job to gain more skills and you work for a small to medium enterprise and this would help the business you work for
- You are on a temporary contract and would like to move into permanent employment and this would help

To access this course please visit

**[www.microsoft.com/uk/britainworks](http://www.microsoft.com/uk/britainworks)**

Use code: 7380BWBWBAR5829

**3** Microsoft Technical Specialist. This covers databases and networks. Exams are available.

- These technical courses are for people who are looking to enter the IT industry or to develop their existing technical skills.

To access this course please contact **01226 773405** for course code.



## How do I do the training?

The courses are delivered online. If you are aiming for the basic qualification, it is recommended you go to one of the listed venues where you can receive support from a trainer.

To get started you need to go to one of the listed venues who will provide you with a code. Learning with support will be available at the following venues:

Existing students at Northern College, Barnsley College, Priory Campus and University Campus Barnsley will have onsite access to the training, ask your tutors.

Voluntary Action Barnsley, The Core, County Way, Barnsley. Tel: 01226 320 100 offer supported learning.

Barnsley libraries offers free access to computers 01226 773934.

The benefits of getting Microsoft qualified are:

- It is free!
- Gain essential computer skills required for the majority of jobs
- Get competitive advantage in the job market
- Enhance your CV