

## Help Support the Centre by Becoming a Member or a Trustee!

Sidings Community Centre needs your help and support to operate to its full potential. By taking out membership you can demonstrate your support for the centre. As a trustee you can contribute skills, ideas and help shape strategic decision making.

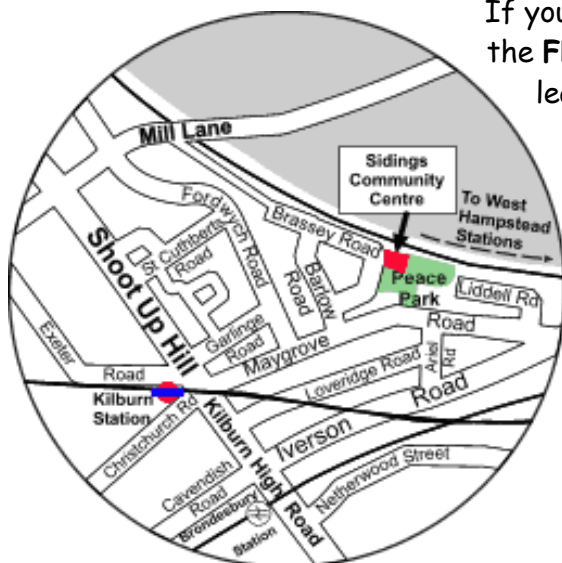


### Membership Fees:

Waged £5 per year      Unwaged £2 per year

## Volunteering Opportunities

Sidings is always looking for volunteers to assist in our UK Online activities. These include: Teaching, Learner Support, IT Skills, Admin, Design, Desktop Publishing, Photography, etc. Contact us by phone or on email below. IT Skills not essential.



If you are interested in any of the **FREE** opportunities in this leaflet ring **Geoff Stilwell** on 020 7372 0242 or 020 7625 6260 or email:

ukonline@sidings.org.uk  
or check our website:  
www.sidings.org.uk

**Sidings is located at...**  
**150 Brassey Road**  
**(Off Maygrove Road)**  
**London NW6 2BA**

Registered Charity No. 297095

Limited Company No. 2139909



Camden

Skills  
Funding  
Agency

UK **onlinecentres**

## Spring Term 2017 at Sidings UK Online



**It's Fun, It's Friendly and It's FREE!**

## Spring Term Dates 2016

Term Starts	Half-Term Week	Term Ends
Mon 9 <sup>th</sup> Jan	13 <sup>th</sup> -17 <sup>th</sup> Feb	Wed 29 <sup>th</sup> Mar

For any of the opportunities in this leaflet contact:

Geoff Stilwell — UK Online - 020 7372 0242

Centre Office — Tel/Fax: 020 7625 6260

 [ukonline@sidings.org.uk](mailto:ukonline@sidings.org.uk) or [office@sidings.org.uk](mailto:office@sidings.org.uk)

 [www.sidings.org.uk](http://www.sidings.org.uk)

# Word Processing for Beginners

Learn to use Microsoft Word and free Open Office word processing software. Type, correct, select and format text; save and retrieve documents and navigate the filing system; align and space paragraphs; learn the basics of word processing. You need to be competent at using the mouse and keyboard.



# Free Online Software

Learn to use Google Apps, Google Drive, Google Docs, Sheet, Slides, Forms, Gmail, Photos, Maps, Blogger and associated cloud-based applications. Share and collaborate with online projects in real time



**Wednesday Mornings 10<sub>am</sub>-12<sub>pm</sub>**

**Wednesday Afternoons 1<sub>pm</sub>-3<sub>pm</sub>**

**Free 11 week courses starting 11<sup>th</sup> Jan – Tutor: Geoff Stilwell**

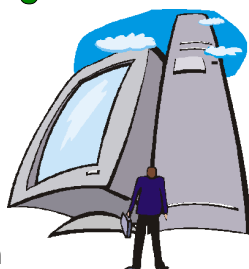
## Computing: Your Choice - Open Learning Sessions

Beginners can follow a structured course to help you get started and become competent with the computer (*Ask about the St@rt course*). Learn foundational skills: controlling windows, the filing system, using programs, using the Internet to retrieve information and for communication. Then learn about word processing which is fundamental to most programs. There is progression to intermediate level courses. Ask about other courses we offer.

Do you have a multimedia project for publication on paper or on the web that you will need IT skills to complete?

Use the www for online shopping or booking tickets or travel.

Come and enjoy learning about and using computers in an informal, friendly, environment. Work at your own pace. Whatever your level of expertise, there's something for you.



Get a qualification. We can help you study towards **ECDL** work-based ICT qualifications with both interactive and paper-based materials. Study **Microsoft Office 2010**, **Photoshop Elements**, and free alternatives: **Open Office**, **GIMP**, **Scribus**,

See the timetable (right) to choose a time. There is someone here who can provide a helping hand or a word of advice at the right time.

# UK Online Timetable Spring 2017

	Morning 10am-12pm	Afternoon 1-3pm	Evening 7-9pm
M o n			
T u e s			<b>Computing: Your Choice! Open Learning</b> Evening session For those who can't make it during the day.
W e d s	<b>Word Processing for Beginners</b> Learn the basics of word processing: Typing, correcting, selecting and formatting text, spell check save and print documents.	<b>Free Online Software</b> Learn to use Google Apps, Google Drive, Gmail, Photos, Maps, Blogger & associated cloud-based applications.	
T h u r s	<b>Computing: Your Choice! Open Learning For the over 50s</b>	<b>Computing: Your Choice! Open Learning For all</b>	
F r i	<b>Computing: Your Choice! Open Learning For all</b>	Please note: the Spring term is 11 weeks plus a half-term break. All sessions last for 2 hours.	