

Dear all

The Office of the CIO together with the Centre for Development, Research and Training (CDRT) is planning to organise a number of ICT related courses in Gozo aimed at providing you with different ICT skills ranging from Basic to Advanced.

The ICT Basic Course (details below) will be made available in Gozo if a sufficient number of individuals are interested. You are therefore welcomed to fill in the form and return a signed copy to the Office of the CIO **by not later than Thursday 1<sup>st</sup> September 2011**. To open the form, click [here](#), print it and fill it out.

#### ICT Basic Course

This introductory course will provide basic skills to be able to use a computer. Participants will also be introduced to simple word processing and spreadsheets.

Duration 5 half days:

1 half day Windows

2 half days Microsoft Office Word

2 half days Microsoft Office Excel

*(N.B. The form can only be accessed from your office whilst you are logged on to the Government network.)*

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