

Key Computer Skills for Teaching Assistants

Audience: Teaching Assistants (all phases)

Outline of session:

Researching and harvesting Internet resources
 Using equipment such as scanners, cameras, digital microscopes, tablet computers
 Making the most of Microsoft Office with helpful tools and tricks
 Overview of sound and video editing software
 Navigating windows
 Saving, moving and recovering data.
 Clicker 6 in action
 Demonstration of a VLE (successor to Merlin)
 Ways to transfer data between home and school

This half day session includes an overview and demonstrations of the software and hardware that Teachers find most useful and that TAs will most regularly be expected to be familiar with. Delegates will each have access to a computer for guided personal exploration of the software features.

Event Hosted by: Phil Anley, Leading ICT Teacher

Date: 13th March 2013

Time: 1:00pm to 3.45pm (registration and coffee from 12:45)

Venue: CPD Centre, Drove Campus

Delegate Fee: £25

Closing date for bookings: 1st March 2013

*To apply, please complete and return the reply slip to:
 CPD Centre, Drove Campus, Plymouth Street, SWINDON SN1 2LA
 Email: cpdcentre@swindon.gov.uk*

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Name(s)

School

Email address for delegate(s):

Event 130313CSTA

13th March 2013

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