**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *Excel* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** [**tna@dti.ie**](mailto:tna@dti.ie) **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

|  |  |
| --- | --- |
| **Course Date:**  If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

|  |  |  |
| --- | --- | --- |
| Have you ever attended a formal course in this subject? |  |  |

|  |  |  |
| --- | --- | --- |
| If Yes – Was the Course delivered by D.T.I.? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. | | | |
| When |  | Level |  |

Please indicate if you can comfortably perform the following tasks:

More on next page…

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Do you own a computer or laptop at home? |  |  |  |
| Do you have internet access at home? |  |  |  |
| Have you ever attended ANY computer training course in the past? |  |  |  |
| Can you use the mouse? |  |  |  |
| Have you used Microsoft Word? |  |  |  |
| Have you used Microsoft Excel? |  |  |  |
| Can you use Google? |  |  |  |
| Can you send an email? |  |  |  |
| Can you open a programme such as Word or Excel? |  |  |  |
| Can you open a file within a programme? |  |  |  |
| Can you copy and paste or cut and paste? |  |  |  |
| Can you do basic formatting – Bold, Italics, Centre, Font size? |  |  |  |
| Can you create a storage folder for files? |  |  |  |
| Can you save a file? |  |  |  |
| Can you save a file as a different name? |  |  |  |
| Can you locate a file within a folder or sub-folder? |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Never Used It | Basic Features Only | Comfortable and Can Use Most Features | Very High Level of Knowledge |
| Word |  |  |  |  |  |
| Excel |  |  |  |  |  |
| Internet |  |  |  |  |  |
| Email |  |  |  |  |  |

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

|  |  |  |
| --- | --- | --- |
| What kind of problems are you continually experiencing while using this application? |  |  |

|  |  |  |
| --- | --- | --- |
| Are there specific features - other than those listed above - which you wish to be able to understand?  *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |  |

|  |  |  |
| --- | --- | --- |
| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |  |