



Introduction to Information Technology Environment, messaging and mobile tools

**« A personalised and targeted approach for successful
Information Technology training. »**

Develop your professional and personal skills with key-in-hand trainings that adapt to you level.

Objectives:

- Familiarise yourself with your computer, know how to use some office tools and be able to communicate by email and go on the Internet
- Be comfortable in the Windows environment
- Discover and practice Word, Excel, email software (email manager)

Programme:

1. Understand the basic concepts of computing
2. Working in the Windows environment
3. Use email software
4. Learn how to use Word
5. Learn how to use Excel
6. Discover the Internet

Official approved test Centre : ENI certification.



INFPC
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de la formation
professionnelle continue

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Target audience

All audience

Dates

Permanent Entry/Exit

Teaching methods

- Face-to-face training with a certified trainer
- Use of innovative digital media

Duration

1 to 2 days

Place

- In person, in our preises or in your compagny
- Distance-learning available

