

to find out more about HaKIT Adult Community Learning & IT courses or to book your place.  
**Call Lulu** Tel: 01273 881446 or  
Email: [info@hkproject.org.uk](mailto:info@hkproject.org.uk)



**What are you interested in learning?**  
Please let us know by coming along to the drop-in.

Or would you like some tailor made training for your Community Group (reduced rates can be discussed). Call Lulu 01273 881446

### HKP's Email Newsletter

'what's on' in Hangleton & Knoll, we now have a great email newsletter that has all the latest events and activities.

**Don't miss out; Email 'add me to the Database' to: [info@hkproject.org.uk](mailto:info@hkproject.org.uk)**



**We are tweeting!**

Follow us: [@hkp\\_info](https://twitter.com/hkp_info)



HKP have Facebook pages! Search for '

- Hangleton and Knoll youth Team;
- Claire Johnson HK
- Clare Community worker
- 'HaKIT Hangleton & Knoll Community Learning'

and 'like' our pages to be kept up to date with activities and events.



**Check out our Web Site:**  
<http://www.hkproject.org.uk>

The Hangleton & Knoll Project is a: Registered Charity No. 1139971; and a Company Limited by Guarantee No. 7260539



### Every Wednesday

**10am-12; 1- 3; 3-5pm  
With David Purkiss  
& 3-5pm with Karen**

**AND**

### Every Friday

**10am-1pm**

**With our trained Tutor David Purkiss**

**For help with:** Computer basics; Setting up Email, Facebook & Twitter; Getting to know your computer; Microsoft Office; Using the scanner; Writing a CV, Employment Searches; Online Benefits; Bill Payments; Selling/Buying online; and lots more.

### Not sure how the computer works?

David or Karen will help you with the basics

### Scanner and low cost printing available for residents

**Equipment:** Do you have your own tablet or laptop? You are welcome to bring that along to the drop-in with you so that you can learn on your own machine.

### Just need to use the computer?

Our computer drop-ins are the place for you.

**At St Richards Egmont Road BN3 7FP  
Bus routes 16, 66 & 56**

## Moving Forward

### Free 6 week course

**Starts Monday 4th June 1.30- 4pm**

This a free 6 week course for people interested in going back to work or study; learn in a supportive, relaxed and friendly atmosphere.

Subjects include: Hopes and fears of returning to work or study; Interview skill; Presentation skills; Time management; Learning styles; Note taking; CV writing; Job searching; Organisational skills; Stress management; Relaxation techniques; Staying positive psychology

Tutor **Marilyn S Deane** BSC PGCE in FE member of SET

### Microsoft Office Excel



#### 5 week course

**Starts Friday 8th June 2-4pm**

**During this 5-week course, you will learn how to:** Create spreadsheets, filter data, use formulas, functions, link worksheets, and create and modify charts. You will learn how to use additional functions to enable you to analyse your data more thoroughly and how to create line or column graphs from your results. This is an intermediate course for those who are already familiar with Excel.

With our qualified and experienced, tutor David Purkiss We ask for a **£5** contribution towards the cost of this course payable on the first day.

**Venue: St Richard's Community Centre  
Egmont Road, Hove, BN37FP**



**To book your place contact Lulu**  
Email: [info@hkproject.org.uk](mailto:info@hkproject.org.uk)  
or Tel: 01273 881446

## With Thanks to our funders



**Brighton & Hove  
City Council**



### What Learners have to say

“Computer drop-in at HaKIT is one of the best I have attended. I came as a complete novice and can now email; and search successfully for what I want on the internet. The drop-in has opened up a new computer world to me and I have met some lovely people. David is really helpful and a great teacher”.

**“Exciting to see all of the various things I can learn for future use at home”.**

“Excellent drop-in centre; friendly, helpful staff and volunteers who go out of their way to accommodate your needs”

**“Without HaKIT I would have never come as far as I have!”**

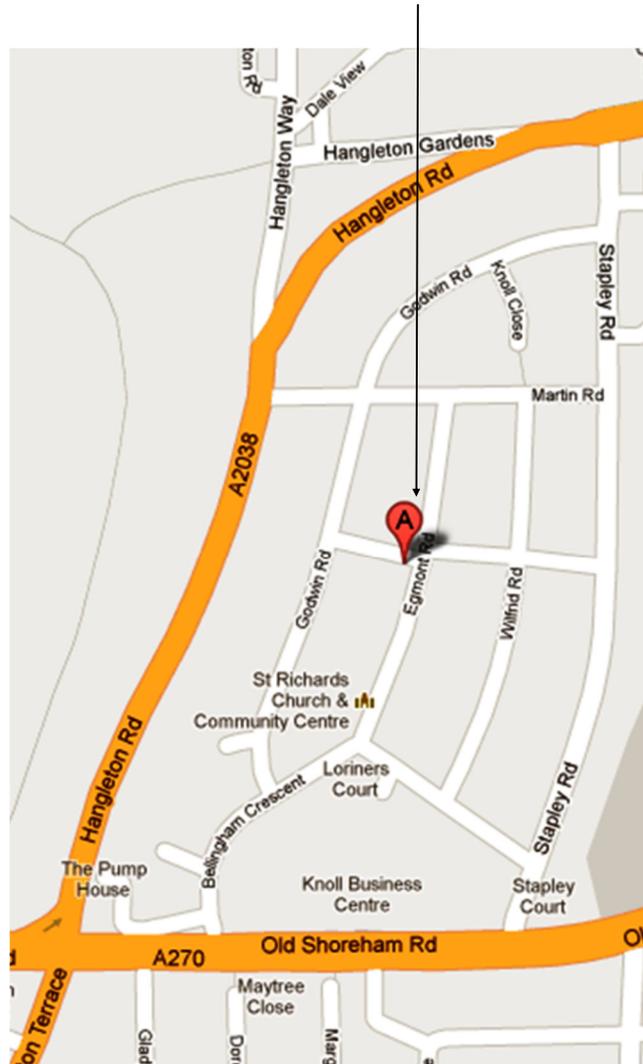
“Having the knowledge and confidence to give a presentation was one of my ultimate goals which I fulfilled through my learning at HaKIT”

### What a Volunteer said

“What I like about volunteering in HaKIT drop-in is the fact that you never know beforehand how the morning will be because it depends on the people coming in and the questions they have. It is nice to get to know the people and being able to help them and also to learn new things myself.

I think HaKIT is a nice place to volunteer because it is easy going and it is nice to see that people learn IT skills with a little bit of support and encouragement”

**HaKIT at St Richard's  
Egmont Road, Hove, BN3 7FP  
T: 01273 414483  
Bus routes: 16, 66, & 56**



**The Hangleton  
& Knoll Project**

Working for a better community

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

**See inside** for the latest information on our **FREE** computer drop-ins and low cost courses

# HaKIT HKP Adult Community Learning Information



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& Knoll Project**  
Working for a better community

For more info contact Lulu  
E: [info@hkproject.org.uk](mailto:info@hkproject.org.uk)  
01273 881446