

Digital Literacy Trainer – John Gardiner

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01225 825371

Monday – Friday 09:00 - 17:00



Royal United Hospitals Bath  
NHS Foundation Trust

# IT Skills Training



Become confident with  
computers!  
*(no experience needed)*

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**where you matter**



# Subjects

File Explorer  
(For your files)



Teams  
(Online meetings)



One Note  
(Note taking)



Outlook 2016  
(E-Mails/Calendar)



Excel 2016  
(Spreadsheets)



Powerpoint 2016  
(Presentations)



Word 2016  
(Documents)



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# I'll show you

- How to reset your own passwords for computer, email and ESR access
- How to navigate the file system of the computer & keyboard shortcuts
- How to adjust the settings / use multiple monitors
- How to independently navigate around the computer and explore the unknown to problem solve
  - You'll also learn that no matter what you do, it won't break anything and everything can be fixed.
- NOTE: I won't throw you into the deep end here, the purpose of this is so you can work alone confidently ☺
- Using Outlook for your emails to easily categorise them, use your calendar to create meetings, create contact groups, apply automation and also template emails to save you time
- Create professional looking word documents / letters / posters
- Create presentations using Power point.
  - We can make it as basic or as interactive as you like
- Create Excel spreadsheets.
  - You'll learn to;
  - Create a table that easily sorts your data
  - Convert your data to a graph
  - Use formulas
- Use One Note to store and categorise your notes
- Create and manage teams conferences / calls

# And much more..

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# My 5 promises

I will;

- Always apply the trust values to all that I do
- Never think a question you ask is silly or judge you
- Adapt to your preferred way of learning
- Provide you with training material such as videos and step by step guides
- Teach you as much as you'd like to learn

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# Testimonials

*"It's so helpful to use the computer with John and practice new skills. I already feel more confident!"*

*"1-1 made me feel very comfortable to ask questions without feeling silly"*

*"Having someone who understands I.T go through things with you is amazing!"*

*"John is so calm and kind in his teaching manner and gives me so much confidence"*

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# About me

John Gardiner



Digital Literacy  
Trainer

## Bio

**Previous role:** IT  
Service Desk Analyst –  
RUH

**Currently studying:**  
Bachelors Degree with  
Honours – Software  
Engineering

## Interests

I'm a big foodie! But my  
cooking skills are terrible  
haha.

I also enjoy playing  
video games and  
meeting new people!

## Favourite expressions

*"You won't break the  
computer unless you  
throw it" – Me*

*"Life is like a box of  
chocolates" – Forrest  
Gump*

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**To arrange training with  
John Gardiner**

**Call: 01225 825371**

**E-Mail: [ruh-tr.itskills@nhs.net](mailto:ruh-tr.itskills@nhs.net)**

**Monday to Friday 9-5**



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