

# Making the most of your IT Booking form

Name: ..... Position: .....

Organisation: .....

Address: .....

.....

Tel: ..... Fax: .....

Email: .....

Please specify if you have any particular requirements (eg access, dietary or other):  
.....

**Choice of workshop - please tick ONE box in each session only  
(see previous page for details)**

**Workshop session one  
(10.30am to 12.30pm)**

**Workshop session two  
(1.15pm to 3.15pm)**

A  B  C  D  E  F

If you are unable to attend the session after registering you must inform NICVA five working days in advance otherwise you will be invoiced the full cost of the course (see website for details). As places are limited, please return the booking form as soon as possible.

Please use a separate (photocopied) form for each delegate. Booking form also available for download at [www.nicva.org](http://www.nicva.org).

Please complete and return the form to:

Georgie Finlay  
NICVA  
61 Duncairn Gardens  
Belfast BT15 2GB by **Thursday 22 April 2010**  
(please enclose your cheque, if appropriate, made payable to NICVA)

For further information, visit [www.nicva.org](http://www.nicva.org) or contact NICVA on 028 9087 7777.

NICVA's family of websites:

[www.nicva.org](http://www.nicva.org) - a site for the organisation

[www.communityni.org](http://www.communityni.org) - a site for the wider sector and general public

[www.grant-tracker.org](http://www.grant-tracker.org) - a funding site

[www.communitybuyer.org](http://www.communitybuyer.org) - a directory of companies that provide products and services for the voluntary and community sector

NICVA MEMBERS' SESSION

# Making the most of your IT

THURSDAY 29 APRIL 2010



Supported by Microsoft

**Microsoft®**

**nicva**  
PROMOTING THE VOLUNTARY SECTOR

# Making the most of your IT

## What the day is about

Most of us use IT as part of our daily jobs, but are we using it to its full capacity? If you want to find out more, come along to NICVA's April Members' Information day, 'Making the most of your IT', supported by Microsoft.

The introductory session will provide you with an overview of what is happening in the sector and the key policies and changes on the horizon. Microsoft will then present an overview of some of the IT solutions it has to offer the voluntary and community sector, and information on how to avail of this software free. Participants will then attend the two workshops they have selected to hear in more detail how to put their software and IT systems to better use.

Subjects covered include: 'Microsoft Software Donation Programme,' 'Making the most of your online presence' and 'An introduction to Sage' in the morning with 'Microsoft software in action' and 'Alternative uses of IT' in the afternoon.

### Who should attend?

All workshops are aimed at a non-technical level, for those who make daily use of IT tools like Microsoft Office, the internet etc, and who have an interest or requirement as part of their job to learn more. So whether you work in finance and want to learn more about Sage, work in communications and are interested in maximising the use of your website or other social networking tools, or if you are responsible for business administration and want to maximise your knowledge of IT and some of Microsoft's solutions, there is something here for you.

**When?**  
Thursday 29 April 2010  
9.30am to 3.30pm

**Where?**  
NICVA, 61 Duncairn Gardens, Belfast  
BT15 2GB

**Cost?**  
NICVA members - two free places per organisation only

Extra member delegate rate  
£30 per person

Non NICVA member  
£70 per person

### Programme for the day:

Registration 9.30am – 9.45am  
Presentations 9.45am – 10.25am

- What's on the horizon? NICVA
- Overview of how Microsoft connects with the voluntary and community sector, Microsoft General Manager

**Workshop Session one**  
10.30am to 12.30pm

**Lunch**  
12.30pm to 1.15pm  
Lunch and a chance to see demos of Microsoft software including Windows 7 and Office 10 and connect with CTX and Prodigy

**Workshop Session two**  
1.15pm to 3.15pm

**Final chance to visit exhibitors**  
3.15pm to 3.30pm  
Visit exhibitors and find out more about Microsoft's free software offer

# Making the most of your IT

## Workshops

### Workshop Session one (10.30am to 12.30pm)

#### Workshop A Microsoft Software Donation Programme and Training

This session will explain how charities can access the latest Microsoft technologies via the Charity Technology Exchange (CTX) and will look at the recently launched eXchange community portal that runs alongside the programme. Prodigy and Microsoft will show you the training tools available to help you become proficient in these products.

**Facilitated by Microsoft, CTX and Prodigy**

#### Workshop B Making the most of your online presence

Twitter? Facebook? Pay per click? Everyone knows the buzzwords, but how can you use them to increase your online presence and maximise positive perceptions of your organisation? This session will look at the latest social networking tools and give hints and tips on getting your organisation's website higher up search engine rankings.

**Facilitated by Michael Hughes, Invest NI**

#### Workshop C "The Trustees need more information..." Sage 50\* Accounts workshop

Which of these ring bells?

- Nominal account codes need sorting
- "I need to export to Excel"
- Preparing year-end.

Sage, who produce the UK's most popular accounts software, and Entec Novare (the charity specialist IT supplier) will run a workshop to help you with hints, tips and solving problems.  
\*formerly known as Line 50

**Facilitated by Entec and Sage**

### Workshop Session two (1.15pm to 3.15pm)

#### Workshop D Microsoft software in action

This workshop will remind people how they can get access to the Microsoft Software Donations Programme. It will also give practical examples of how to communicate and share information as well as some tips and tricks for MS Office users, to allow you to work more effectively. Microsoft will also give an insight into the future of 'Cloud Computing' tools, that will do away with much of the hardware requirements we have today!

**Facilitated by Microsoft**

#### Workshop E "The Trustees need more information..." Sage 50\*

Accounts workshop  
Which of these ring bells?

- Nominal account codes need sorting
- "I need to export to Excel"
- Preparing year-end

Sage, who produce the UK's most popular accounts software, and Entec Novare (the charity specialist IT supplier) will run a workshop to help you with hints, tips and solving problems.  
\*formerly known as Line 50

**Facilitated by Entec and Sage**

#### Workshop F Alternative uses of IT and secrets to a good website

This workshop is aimed at those who have basic IT knowledge, but want to learn more about its capabilities. It will cover topics like:

- What are the main benefits of using ICT
- How ICT can help you
- Using Email as a tool
- The Secrets to good web design.

**Facilitated by David Stephenson, Stephenson IT**