**IT support and skills**

**Touch typing Mavis Beacon |** Installed on all PCs on NUI Galway campus, this software includes a number of typing speed tests and constantly tracks the user's words-per-minute typing speed. It also includes a number of typing games. A personal license can be obtained for students’ own device.

<http://www.dyslexic.com/mavis-beacon-teaches-typing-platinum-edition-pc-mac/>

**ComputerDISC** | Free, drop-in **Computer Programming/ Software Development** Support Centre for NUI Galway students enrolled in computer programming or software development courses. Supporting students with self-directed learning in computing topics at all years and levels, it is designed to complement lectures, tutorials, labs and other supports that are available to students. <http://www.nuigalway.ie/engineering-informatics/information-technology/currentstudents/computerdisc/>

**Where:** 1st Floor IT Building Room 205

**NUI Galway Graduate Studies | YouTube channel** <https://www.youtube.com/user/NUIGGrad> Short videos demonstrate aspects of PowerPoint:

Alignment, Distribution, Snap to grid PowerPoint 2007 <https://www.youtube.com/watch?v=c8gtOf5j_BM>

Kerning (character spacing) in PowerPoint <https://www.youtube.com/watch?v=DqjuFfNBYcU>

Changing your poster dimensions <https://www.youtube.com/watch?v=j5xqVw5epgA>

Word count in MS PowerPoint 2003, 2007) <https://www.youtube.com/watch?v=TvtP-L4kjqU>

Drawing toolbar- Grouping <https://www.youtube.com/watch?v=K4d0z9JbOSc&index=3&list=PL988AD71F3859E314>

**From the web**

**Excel Easy** tutorials | Microsoft Excel is one of the most used software applications of all time. You can use Excel to enter data and perform financial, mathematical or statistical calculations. Excel Easy offers **tutorials at all levels** (Introduction, Basics, Functions, Data Analysis and VBA) on how to use Excel. <http://www.excel-easy.com/>

**GCF LearnFree** | Instructor-supported, on-line, free IT tutorials in a range of Microsoft Office products: [Microsoft Office 2016 classes](http://www.gcflearnfree.org/topics/office2016/) in [Word](http://www.gcflearnfree.org/word2016/) 2016, [Excel](http://www.gcflearnfree.org/excel2016/) 2016, [PowerPoint](http://www.gcflearnfree.org/powerpoint2016/) 2016, and [Access 2016.](http://www.gcflearnfree.org/access2016/) From computer basics and online safety to social media and using the cloud, GCP LearnFree provides tutorials on older versions of [Microsoft Office 2013](http://www.gcflearnfree.org/topics/office2013/), [2010](http://www.gcflearnfree.org/topics/office2010/), [2007](http://www.gcflearnfree.org/topics/office2007/) and [2003](http://www.gcflearnfree.org/topics/office2003/). [www.gcflearnfree.org](http://www.gcflearnfree.org)

