



Microsoft Office Skills for beginners

Tutor Name:

Alan Phoenix - Holland

Day & Date

Mondays

30 October 2016

11 June 2018

Timings

6.30pm - 8.30pm

Price:

£48

Number of Weeks

6

Target Group

Those who have Microsoft Office installed, know how to open a Word or Excel document, but don't really know what to do next.

Skills and qualifications needed:

Skills: Logging in to a Windows computer, using the filing system to save work into folders, knowing that you have Microsoft Office (and not Open Office or any other products) installed.

Any further steps

none

Teaching & learning methods used:

Small group dynamic, show and tell, some help-sheets, project-based tasks that utilise skills to be covered.

Course Details

An introduction to some of the basic features of Microsoft Word, Excel and PowerPoint; probably 2 or 3 weeks on each of Word and Excel, and 1 session on PowerPoint. Using Microsoft Office 2010 (so similar to 2007 and 2013, but completely different to 2003 and previous versions). Introduce basic functionality such as Word: Page set up, titles, headings, formatting, columns, images, WordArt, headers and footers and textboxes. Excel: Basic formulas, cell referencing, formatting, charts. PowerPoint: Slides, transitions and basic animations, templates, styles and guidance for presentations.

How progress and success will be recorded:

Evidenced by completion of 1 or 2 week projects. Feedback forms, and, possibly, a questionnaire or quiz to review understanding.

Materials required for first week:

Pen, notebook

Additional Costs:

None; unless purchase of Office for home computer.





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Course Information Sheet

We are fully committed to equality of opportunity and we welcome enrolments from everyone. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect.

We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirement with us in confidence.

Arrangements have been made to make sure that you are safe in this centre. If you feel you are not safe for any reason, please tell your tutor or centre manager, who will investigate to ensure your safety.

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