Course details

Course title
Pre-Entry Digital Skills: Advanced Part 2

Course code
Q00015719

Course date

Start: 04/06/25
End: 16/07/25

Number of classes
7 sessions

Timetable

Wed 4th Jun, 10:00 to 12:30
Wed 11th Jun, 10:00 to 12:30
Wed 18th Jun, 10:00 to 12:30
Wed 25th Jun, 10:00 to 12:30
Wed 2nd Jul, 10:00 to 12:30
Wed 9th Jul, 10:00 to 12:30
Wed 16th Jul, 10:00 to 12:30

Tutor
Shirley Bate

Fee range

Free to £73.50

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.
Got it!
In venue

Venue

Watch Charity Ltd (Coventry)
10-12 Victoria Street
Coventry
CV1 5LZ

Level of study
Pre-Entry

Course overview

This is a natural follow on course for those who have completed Part 1. It brings together all the Microsoft Word, Excel, Outlook, Edge and Powerpoint apps. You will add a spreadsheet and a video into Powerpoint. Sort and filter data in a spreadsheet. Keep an online diary of your learner in preparation for future courses. The course will also cover knowledge to troubleshoot and fix common issues you may encounter with digital devices. By understanding the basics of digital creation software and tools, you'll be equipped to handle a range of tasks, from simple edits to more complex projects. This course is funded by the West Midlands Combined Authority.

Course description

Understanding how to use advanced features on your devices and apps is crucial in today's digital world. .When you complete this course, you can go on to learn specific digital skills. Main focus will be to learn how to link apps together I.e. link an Excel chart into your Powerpoint presentation. Also how to work with audio and video files in Powerpoint and how to organise and sort data in Excel.

A significant portion of the course focuses on teaching you how to link different applications together. For example, you'll learn how to seamlessly integrate an Excel chart into your PowerPoint presentation. Additionally, the course will guide you through working with audio and video files within PowerPoint, enhancing your presentations with multimedia elements.

Furthermore, you'll develop skills to organize and sort data in Excel effectively. By the end of this course, you'll be prepared to continue learning specific digital skills, enabling you to adapt to the ever-evolving digital landscape and apply your knowledge in practical, real-world scenarios.

This course is funded by the West Midlands Combined Authority.

Participants must live in Coventry Area Postcodes CV1 to CV6 inclusive.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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