

## Course details

### Course title

Pre-Entry Digital Skills: Beginners Part 2

### Course code

Q00015614

### Course date

Start: 06/11/24

End: 18/12/24

### Number of classes

7 sessions

### Timetable

Wed 6th Nov, 10:00 to 12:30

Wed 13th Nov, 10:00 to 12:30

Wed 20th Nov, 10:00 to 12:30

Wed 27th Nov, 10:00 to 12:30

Wed 4th Dec, 10:00 to 12:30

Wed 11th Dec, 10:00 to 12:30

Wed 18th Dec, 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**

You will learn core skills that boost your confidence, such as emailing files, creating letters, and designing posters. Building on the skills gained in Part 1, this course focuses primarily on Microsoft Word. You will master document formatting, efficient file management, and creative design techniques. By the end of the course, you will be proficient in using Word to produce professional documents, effectively communicate via email, and create visually appealing posters, ensuring you are well-prepared for various digital tasks. This course is funded by the West Midlands Combined Authority. Participants must live in Coventry Area Postcodes CV1 to CV6 inclusive.

## **Course description**

We live in a digital age, and using a digital device such as a smartphone, tablet, or computer is an essential skill in 21st-century Britain. Navigating the internet confidently and effectively is crucial for both personal and professional growth. This course will equip you with the ability to troubleshoot and solve problems independently, a vital life skill that fosters self-reliance and adaptability.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/6-november-pre-entry-digital-skills-beginners-part-2>