



## Course details

### Course title

Pre-Entry Digital Skills: Intermediate Part 1

### Course code

Q00015616

### Course date

Start: 15/01/25

End: 12/02/25

### Number of classes

5 sessions

### Timetable

Wed 15th Jan, 10:00 to 12:30

Wed 22nd Jan, 10:00 to 12:30

Wed 29th Jan, 10:00 to 12:30

Wed 5th Feb, 10:00 to 12:30

Wed 12th Feb, 10:00 to 12:30

### Tutor

Shirley Bate

### Fee range

Free to £52.50

### 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**

Use Microsoft Office 365 and Microsoft Word to create letters, posters, and tables. Learn to use Outlook to email files as attachments and Canvas to upload your work. By the end, you'll be prepared for further online learning and gain skills that enhance your employability. Designed to equip you with practical digital skills, making you more efficient and proficient in using essential office software. Provides valuable tools for success in the digital age for personal development or career advancement. This course is funded by the West Midlands Combined Authority. Participants must live in Coventry Area Postcodes CV1 to CV6 inclusive.

## **Course description**

This course offers a comprehensive guide to mastering Microsoft Office 365, focusing on practical applications of Microsoft Word and Microsoft Outlook. You will learn to create professional letters, eye-catching posters, and well-organized tables using Microsoft Word. The course will also teach you how to use Outlook to email files as attachments efficiently, ensuring seamless communication in your professional life. Additionally, you'll gain proficiency in using Canvas to upload and manage your work, making it accessible for online learning and collaboration.

By the end of this course, you'll be well-prepared for further online learning, with enhanced skills that significantly boost your employability. The curriculum is designed to equip you with essential digital skills, making you more efficient and proficient in using office software. Whether for personal development or career advancement, the course provides valuable tools for success in the digital age.

With practical exercises and real-world examples, you'll not only understand the theoretical aspects but also apply your knowledge in everyday scenarios. Text formatting alignment and incorporating images into your documents will be covered, ensuring your work is not only functional but also visually appealing. This course sets the foundation for continuous learning and professional growth in a digitally driven world.

## **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/15-january-pre-entry-digital-skills-intermediate-part-1>