

Course details

Course title

Pre-Entry Digital Skills: Intermediate Part 2

Course code

Q00015619

Course date

Start: 25/02/25

End: 08/04/25

Number of classes

7 sessions

Timetable

Tue 25th Feb, 12:30 to 14:30

Tue 4th Mar, 12:30 to 14:30

Tue 11th Mar, 12:30 to 14:30

Tue 18th Mar, 12:30 to 14:30

Tue 25th Mar, 12:30 to 14:30

Tue 1st Apr, 12:30 to 14:30

Tue 8th Apr, 12:30 to 14:30

Tutor

Humera Mehrban

Fee range

Free to £58.80

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

Foleshill Women's Training (Coventry)
70-72 Elmsdale Avenue
Foleshill
Coventry
CV6 6ES

Level of study

Pre-Entry

Course overview

By the end of this course, you'll be equipped with the skills to create compelling presentations, identify fake sites, stay safe online, manage files, and confidently access online services. Learn to use Office 365, Outlook, PowerPoint, and internet effectively. This training ensures you can navigate digital spaces securely and efficiently, enhancing both your personal and professional capabilities. Gain practical knowledge to create visually appealing presentations and maintain digital safety. Provides essential digital skills for success in today's online environment. This course is funded by the West Midlands Combined Authority. Participants must live in Coventry Area Postcodes CV1 to CV6 inclusive.

Course description

This comprehensive course aims to enhance your digital literacy and presentation skills through a series of practical lessons. You will master the art of creating engaging presentations by learning various PowerPoint transition effects. By understanding how to apply and customize transitions, you can make your slides more dynamic and visually appealing.

You will also learn to recognize and avoid fake websites. This includes gaining skills in evaluating website credibility, understanding URL structures, and identifying common red flags that indicate fraudulent sites.

To stay safe online, the course will teach you key safety practices, such as secure browsing, protecting personal information, and recognizing phishing attempts and other online threats.

Additionally, you will develop proficiency in managing files online. The course will cover the steps for uploading and downloading files securely on various platforms, including cloud storage services.

Finally, you will learn to navigate and utilize online services efficiently. This involves understanding how to access and use different web-based applications and platforms, ensuring you can perform essential tasks and access important information effectively.

By the end of this course, you'll be equipped with the skills to create compelling presentations, identify fake sites, stay safe online, manage files, and access online services confidently.

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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