

## Course details

### Course title

Pre-Entry Digital Skills: Advanced Part 1

### Course code

Q00015622

### Course date

Start: 29/04/25

End: 20/05/25

### Fee range

Free to £33.60

### 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

Learn how to install and sign into the Canvas app, a site WEA uses to store course, on your mobile, laptop or tablet. Gain skills to access, download, and upload files effectively. The course focuses on using the Microsoft Excel app, where you'll create a spreadsheet and utilize basic math and auto functions to develop a practical budget spreadsheet. This training equips you with essential skills for managing and organizing your data efficiently, simplifying your personal or professional budgeting tasks. By the end of the course, you'll be proficient in handling digital files and creating functional spreadsheets for various needs.

## Course description

Understanding how to use advanced features on your devices and apps is essential in today's digital world. This course will help you gain the confidence to explore new software and online services, empowering you to work or study independently in various digital environments. You'll develop the skills needed to troubleshoot and fix common issues with digital devices, ensuring a smoother and more efficient experience.

Additionally, you'll delve into digital creation software and tools, broadening your technological capabilities. A key focus of the course is learning how to install and sign into the Canvas app on your mobile, laptop or tablet, enabling you to study effectively from home. You will also master using Microsoft Excel to create spreadsheets utilizing basic math functions and inbuilt auto functions to develop a practical budget spreadsheet.

By the end of this course, you will be well-equipped with essential digital skills and prepared to further your education in specific areas of technology. Whether for personal use, professional development, or academic purposes, the knowledge gained from this course will help you navigate and excel in the digital world. This foundational understanding will serve as a springboard for continued learning and proficiency in various digital applications and tools.

## 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/29-april-pre-entry-digital-skills-advanced-part-1>