

## Course details

### Course title

Beginners Microsoft Word & PowerPoint

### Course code

Q00009572

### Course date

Start: 02/09/24

End: 21/10/24

### Number of classes

8 sessions

### Timetable

Mon 2nd Sep, 10:00 to 12:00

Mon 9th Sep, 10:00 to 12:00

Mon 16th Sep, 10:00 to 12:00

Mon 23rd Sep, 10:00 to 12:00

Mon 30th Sep, 10:00 to 12:00

Mon 7th Oct, 10:00 to 12:00

Mon 14th Oct, 10:00 to 12:00

Mon 21st Oct, 10:00 to 12:00

### Tutor

Mark Turk

### Fee range

Free to £51.80

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!  
Online

**Venue**  
Online

**Level of study**  
Beginners

## **Course overview**

What would improved digital skills mean for your career or everyday life? No matter what your job role is, the chances are your day-to-day life would be easier with enhanced computer skills. This beginner's Microsoft Word and PowerPoint course will help you learn the basics of Word and PowerPoint. This knowledge can help you in a wide variety of routine situations. These can include creating CVs, helping your kids with their homework, or preparing presentations for family events. You will learn how to Enter and Edit text in a document, save and print your work, format and align text, add images, create a poster and customise Templates in Word. Create Striking Presentations with images, and designs. Run slide shows and produce audience notes.

## **Course description**

This Microsoft Office course covers Word and PowerPoint. Microsoft Word training helps you explore the variety of features of this word processing software. Create better-looking CVs, and learn to add tables and images into documents. Understand how the integrated tools can help you improve your documents.

You'll also learn to create attractive presentations using PowerPoint. Create eye-catching presentations for job applications, weddings, or graduations. You can also use these skills in voluntary or community roles, for example, to create a slideshow at a youth centre award ceremony.

When you complete this course, you can study other Microsoft Office courses to learn how to use the full range of applications. You can also continue with Microsoft Word training courses if you want to develop your knowledge further.

This course can also teach you essential digital skills for job roles where you may need to use a computer.

Please be aware that you'll need access to the internet to take this beginner's Microsoft Office course. Your tutor will upload useful materials to Canvas, the WEA's digital learning platform.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **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 alternative financial help to access them then let us know.

## **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/2-september-beginners-microsoft-word-powerpoint>