Course details

Course title
Pre Entry Digital Skills

Course code
Q00018450

Course date

Start: 06/09/24
End: 26/11/24

Number of classes
12 sessions

Timetable

Fri 6th Sep, 10:00 to 12:00
Fri 13th Sep, 10:00 to 12:00
Fri 20th Sep, 10:00 to 12:00
Fri 27th Sep, 10:00 to 12:00
Fri 4th Oct, 10:00 to 12:00
Fri 11th Oct, 10:00 to 12:00
Fri 18th Oct, 10:00 to 12:00
Fri 25th Oct, 10:00 to 12:00
Fri 8th Nov, 10:00 to 12:00
Fri 15th Nov, 10:00 to 12:00
Fri 22nd Nov, 10:00 to 12:00
Fri 29th Nov, 10:00 to 12:00

Tutor

Mark Turk

Fee range

Free to £92.40

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

Woodlands Community Library and Hub (Don
Windmill Balk Lane
Woodlands
Doncaster
DN6 7SF

Qualification name & awarding organisation

Pre Entry Digital Skills ()

Level of study

E

Course overview

This course will teach you how to use Microsoft Word to enhance your documents with formatting, styles, images and templates. Adjust page layout, spacing and page breaks. Find and replace words. Create a table, a list and review your document with the editor. In Microsoft Excel, you will learn how to enhance your spreadsheets by formatting data in cells, sort and filter data. Copying and linking data between

worksheets. Use a range of Excel functions and formulas. Create and customise charts. Finally, in Powerpoint you will learn how to create a presentation. Enter, edit and format text on slides. Insert shapes and images - apply a design and transition it onto slides. Save and print your presentation.

Course description

In This beginners Digital course Learners will learn how to Enter, edit and delete in a word document.

Apply formatting and styles and use the format painter. Find and replace words. Adjust print options and save a document.

2. Adjust document spacing, margins and use the header and footer area. Insert and crop images.

3. Enter, edit and format data. Adjust print options and save a workbook.

4. Apply excel functions and formulas to data. Name a cell. Link and copy data between worksheets and workbooks. produce a chart form selected data,

5. Enter edit and format text on powerpoint slides. Save and print your own presentation. Insert an image, apply a design, transition and an animation. Adjust slides, change a layout and run a slide show.

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.

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