



Course details

Course title

Entry Level Essential Digital Skills: Getting to grips with Microsoft Office

Course code

Q00019928

Course date

Start: 08/01/25

End: 12/02/25

Number of classes

6 sessions

Timetable

Wed 8th Jan, 9:30 to 11:30

Wed 15th Jan, 9:30 to 11:30

Wed 22nd Jan, 9:30 to 11:30

Wed 29th Jan, 9:30 to 11:30

Wed 5th Feb, 9:30 to 11:30

Wed 12th Feb, 9:30 to 11:30

Tutor

Mark Turk

Fee range

Free to £50.40

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

Level of study

E

Course overview

An exciting new opportunity to develop your confidence and skills in using Microsoft Office is coming to Woodlands Library! This course will include learning to use Microsoft Word, PowerPoint & Outlook for Emails. It's a course for anyone, from beginners to those with a little more experience, giving you the essential skills for some of the most used platforms in the workplace and beyond. This course is funded by South Yorkshire Combined Authority.

Course description

In this beginners course, learners will be able to acquire the skills to access basic digital functions required for both personal and professional use.

In a technology driven world, digital skills are becoming an increasing necessity to go about your daily life, both in and outside of the workplace. This course will provide the foundations for using the Microsoft Office suite, including Word, PowerPoint and Outlook. You will learn how to make documents look more professional, import external content and use the various functions of emails in Outlook.

Your learning is our priority. The WEA pride ourselves on our ability to create a friendly classroom atmosphere, at a venues within your community. Your tutor will support you through your learning journey, every step of the way.

Our courses are free for most of our learners, but please bring proof of eligibility when you come to enrol. We can't wait to see you there!

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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