Course details

Course title
Pre-Entry Essential Digital Skills: Creating Christmas cards using Microsoft Word

Course code
Q00019894

Course date

Start: 02/12/24
End: 16/12/24

Number of classes
3 sessions

Timetable

Mon 2nd Dec, 19:00 to 21:00
Mon 9th Dec, 19:00 to 21:00
Mon 16th Dec, 19:00 to 21:00

Tutor
Elaine Swan

Fee range

Free to £22.20

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

A lovely 4 week course to emerge yourself for 2 hours me time and learn the basic to create greeting cards using Microsoft word. You will them be able to print it out and add all your creative skills in creating card toppers or your own personal verse and greeting

Course description

You will need a computer with the basic Microsoft program linked to a printer

We will set up pages for a large card, a square card and a 3fold card which can be a

money wallet as there seems to be a lot of money handed out rather than a gift for

Christmas, but this way it will be in a beautiful cardholder instead

Now instead of using peel off or ink staps we can write anything we need to on our

card adding names to give that personal touch.

Once you know the basics you can carry on making your own cards all year round.

Some students may pint out the fronts then add a hand painted design or a textile

design or even wire work and beads the options are endless and so much fun.

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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