



Course details

Course title

Intermediate Microsoft Word Skills

Course code

Q00020706

Course date

Start: 03/03/25

End: 31/03/25

Number of classes

5 sessions

Timetable

Mon 3rd Mar, 13:00 to 15:00

Mon 10th Mar, 13:00 to 15:00

Mon 17th Mar, 13:00 to 15:00

Mon 24th Mar, 13:00 to 15:00

Mon 31st Mar, 13:00 to 15:00

Tutor

Mark Turk

Fee range

Free to £37.00

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

E

Course overview

This Intermediate Microsoft Word course is aimed at Beginners with some basic knowledge of documents who want to improve and learn further skills. You will learn how to enhance your documents with formatting, styles, images, Emoji's, and a variety of Word templates. Review with the Word Editor. Create a table and a list. Enhance your documents using the Designer.

Course description

You will learn how to use Microsoft Word to enhance your documents with formatting, styles, images, Emoji's, 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. Enhance your documents using the Designer.

Your friendly, knowledgeable tutor will guide and support you through your learning journey.

You will need access to the internet to complete this course. Learning materials including handouts and exercises will be available on canvas, the WEA's Digital Learning platform. You will need a digital device e.g. tablet or laptop to access the course.

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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