



## Course details

### Course title

Beginners Microsoft Word and PowerPoint Skills

### Course code

Q00020710

### Course date

Start: 20/01/25

End: 24/02/25

### Number of classes

6 sessions

### Timetable

Mon 20th Jan, 10:00 to 12:00

Mon 27th Jan, 10:00 to 12:00

Mon 3rd Feb, 10:00 to 12:00

Mon 10th Feb, 10:00 to 12:00

Mon 17th Feb, 10:00 to 12:00

Mon 24th Feb, 10:00 to 12:00

### Tutor

Mark Turk

### Fee range

Free to £44.40

### 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**

1

## **Course overview**

This Beginners Microsoft Word and PowerPoint course will teach you how to create attractive presentations that you can use in the workplace to present to colleagues or for personal use for create a slide show for family or friends.

## **Course description**

You will learn how to use Microsoft Word to enter and edit text. Select and format text in a document. Create a list, add images and adjust spacing, margins and the the header/footer area. Use PowerPoint to create and customise slides and layouts, insert images and shapes. Apply instant designs to slides, Enhance your presentations with transitions and animations.

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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/20-january-beginners-microsoft-word-and-powerpoint-skills>