

Improvers IT

At First House, Brinnington



Every Wednesday starting 16th Jan – 3rd April 2019 12.45 – 14.45
£75.00 or no charge for those currently in receipt of benefits

What will you learn?

This course is designed as a follow on from the Beginners' ICT course and starts with basic Word Processing skills. You will learn how to enter, edit and format text to produce documents that are appear ordered and well presented. The second part of the course examines Spreadsheets and how these can be used to manage number information easily.

For those students wishing to formalise their learning, there is also the option of taking a functional skills assessment by adding two further sessions to the programme.

At the end of the class, you should be able to:

- Create, edit and format simple Word Processed documents
- Apply simple layout and list techniques to texts.
- Insert and format images into word processed documents to improve their impact.
- Enter, edit and format numerical data in a spreadsheet
- Create simple formulas to automatically calculate data
- Be able to organise and display numerical data in a clear way

What happens in the class?

There are mix of activities that take place in the class including, Quizzes, Group discussion, Lecture, Homework (yippee!), Group activities as well as self-evaluation. The sessions are informative, easy to participate in and everyone is expected to contribute their opinion.

Entry requirements:

Basic IT Skills i.e. you can already use mouse, a keyboard, save and open work (although this is covered again), have some basic typing skills. Ideally, you will have completed a beginners' ICT course. If in doubt, just ask us and we will help find the right level course.

What you will need to bring with you

A notebook and pen will be needed and you might want to bring a ring binder or folder to keep your notes and printed work in.

What can you do after this course?

You can progress to a Level 1 qualification such as Extending IT Skills (Word, Excel & PowerPoint) or our Office Skills for employment course which includes touch typing and inbound telephone call training. We also have a new L1 Digital Skills qualification (Search, Email & Communication) please ask us for more information.