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| **MICROSOFT OFFICE FOR BEGINNERS**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who completed a computer for beginners’ course and would like to take the next steps in learning more about Microsoft Office packages. |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.  **Week 1**  What do you know, and setting your own targets for what you need to learn.  Basic Word tools and skills – menus and ribbon bar, scrolling and zooming  Using the header and footer, enter text, spell checking, save and print  **Week 2**  Microsoft Word  Changing margins and orientation  Formatting text and inserting Clipart / images  **Week 3**  Introduction to Excel  Rows, columns and cells  Inputting data, widening columns  Entering simple formula including AutoSum  Printing a spreadsheet  **Week 4**  Formulas in Excel  Subtraction  Multiplication  Division  Showing & Printing formula  **Week 5**  Introduction to PowerPoint  Slides, layouts, printing  Inserting images  You will have the opportunity to discuss and set your own learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience |
| Knowledge and skills needed: | On this course you will need to:   * have some basic IT skills, e.g.; logging on, using a mouse, basic typing skills * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file * use a PC/laptop or tablet for research or to present your work |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable). Your tutor will provide most of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised.  It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of practical activities. There will be plenty of revision and consolidation and learning will build on previous learning.  Your progress will be monitored by informal assessment tasks and you will receive verbal and written feedback from the tutor to help you make good progress. You will put together a portfolio of evidence of your learning. |
| Progression routes: | On completion of this course, one of the courses you can progress to other ICT non accredited courses or to a digital skills qualification at E3 or Level 1  Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice and guidance to support you making informed choices for progression into further education, volunteering or employment. |