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| **Microsoft Word for Beginners**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who want to start off with the basics of Microsoft Word, from spell check to inserting pictures and creating posters. This course is ideal if you have some basic computer and keyboard skills, you may have already completed a beginners computer course and want to study further with Word. |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.  **Week 1**  Welcome and discussion of course Induction/initial assessment/Logging on to the computers Introduce Microsoft Word Typing text Spell check a document Save and print  **Week 2**  Format a document Use enhancements - Bold, Italic, Underline Use alignments - Left, Center, and Right align Add bullet points to text Change font styles/sizes Change the colour of the text  **Week 3**  Inserting pictures and WordArt Search for picture online to insert into a document Resize, move and wrap text around pictures Add WordArt to documents  **Week 4**  Margins, page orientation and page borders Changing the size of the margins  Changing the page orientation from portrait to landscape Add a border around a page  **Week 5**  Shapes and templates Draw shapes in a document Change the colours of the shapes Use existing templates to create posters, cards, certificates |
| 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: | This is a course for learners who have some basic computer skills using a mouse and keyboard. On this course you will need to:   * 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 and to practise your new skills |
| 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 prepare a portfolio of evidence with samples of work you have produced. |
| Progression routes: | On completion of this course, you can progress to another non-accredited digital course: Microsoft Word Next Steps, Spreadsheets for Beginners, Internet and Email for Beginners, Staying Safe Online for Beginners or iPads for Beginners.  We also offer Functional Skills IT qualifications at Entry level 3 and L1  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. |