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| **Microsoft Word Next Steps**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who have completed a beginners computer course and have used Microsoft Word before, or have knowledge of using Word and want to take the next steps. You will study further concepts of Word including inserting tables, mail merge, inserting forms and looking further at the page layout tools. |
| 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 what do you need to learn - Setting targets  Induction  Typing a document Correcting errors using the spell checker Using the Thesaurus  **Week 2**  Inserting hyperlinks  Inserting pictures  Formatting pictures  **Week 3**  Using Paragraph & Page Layout tools  Line spacing  Paragraph spacing  Margins  Indents  **Week 4**  Inserting tables  Amending tables  Formatting tables  **Week 5**  Creating a mail merge  Merging two documents together to create a mail merge  Creating a form  Adding fields |
| 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 prior subject knowledge of using a computer and Microsoft Word. You must be able to log on to a computer, open a document, use basic formatting, save and print.  On this course you will need to have good literacy skills 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 Office for beginners, Spreadsheets for Beginners, Next Steps Spreadsheets or Windows 10.  We also offer Digital Skills 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. |