

# Digital Skills: Basic Microsoft

## Course overview

---

We use technology to work, learn and communicate. Having digital skills has become an essential part of many job roles and can lead to exciting opportunities. Are you looking to improve your digital skills? This course is designed to provide you with basic skills to use in your studies and the workplace.

## What will I study?

---

You will be introduced to some of the main Microsoft documents including:

- Basic Word documents on Microsoft Word
- Simple spreadsheets on Microsoft Excel
- Quick presentations on Microsoft PowerPoint

## Assessment method

---

You will receive feedback from your tutor throughout the course. You will be assessed using various assessment methods including individual and group work.

## Entry requirements

---

There are no formal entry requirements. You should be able to understand, read and follow verbal instructions.

## What should I bring with me?

---

You will need to take notes so bring along your preferred tools such as a pen and paper or an electronic device.

We have computers for you to use in classrooms and in our Student Services Lounge. There are currently no printing facilities at the college.

## Key information

---

Code	Date	Time	Location	Full Fee	Concessionary Fee
1023	Thursday 10 June 2021 to Thursday 15 July 2021	1pm to 2.30pm	Barking	£27.00	£14.00

## Possible next steps

---

You will be supported to enrol on to the most suitable course for you following the successful completion of this course.

## Contact us

---

Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



call: 020 8270 4722