Digital Skills Word templates and feature online

Course Overview

This short online course will use MS Word to help you to develop your knowledge and skills with MS Word to create and edit documents.

What will I Study?

You will explore the basics functions of Word. This might include the following:

- Creating documents
- Using templates for common tasks, such as C.V writing and letters
- Basic editing, such as copying and pasting.
- More involved editing, such as changing the size, colour, effects, etc.

Assessment Method

You will receive feedback from your tutor. You will be assessed by your tutor and have the chance to ask questions.

Entry requirements

You need to have the use of MS Word for this course, and be able to access MS Teams via a computer, laptop or tablet to join the class.

What to bring to first session

You will need appropriate ICT. You should also have your preferred tools for any notes ready, such as pen/paper or electronic device.

We have computers available if you need to access recordings and lesson resources. There are currently no printing facilities at the college.

Possible Next Steps

You might consider further Digital Skills courses.

Contact us

Our friendly staff can give you further advice and support.

email: adultcollegeenquiries@lbbd.gov.uk   call: 020 8270 4722