

Course Title: MS Office Skills (Intermediate)

About the course

If you have completed our MS Office (Basics) course or have used MS Office before but wish to learn more complex functions, this course is for you. You will improve and upskill your knowledge and skills on the 3 main popular MS Office applications and Outlook.

With Word, you will learn how to create business style documents like templates, agendas and memos. You will also learn how to create and format tables and insert charts.

With Excel, you will learn how to apply different formulae and functions, and also, visualise your data by applying conditional formatting and exploring with chart element options.

With PowerPoint, you will learn how to create a slide-show presentation by applying different graphics, transition and animation. The presentation skills applied would be useful at a job interview or group meetings.

What will I learn?

By the end of the course you will be able to:

- Use Microsoft Word to create a range of documents, including templates, tables and charts.
- Use Microsoft Excel to enter more complex formulas and functions; apply conditional formatting rules to data; and explore charts and graph options including choosing the correct chart type for purpose: line, bar, or pie chart.
- Use PowerPoint to build a slide-show presentation by adding graphics, transition and animation.
- And if there is time and interest we can also look more closely at Outlook – Organising Contacts and Setting up meetings and appointments by using Calendar. Personalise and Manage your E-mail by setting up folders and rules.

What are the entry requirements?

This course is for improvers with previous knowledge of Microsoft Office. However, to access this course, basic digital skills are essential:

- You should know how to use a computer, mouse and keyboard and have basic typing skills; know how to access the apps on your device and be able to access and navigate the internet.

What do I need to bring with me?

- You may wish to bring a notebook and a pen to take notes.
- You may also wish to bring your own device (laptop). (Please also *ensure that you have the Google Chrome browser, and either Microsoft Office software on your computer or access to Microsoft Office 365; or have access to Google Drive.*)
- In the classrooms we have Windows laptops for learners to use in the lessons so will have access to Microsoft applications AND Google. Please speak to your teacher if you do not have a device you can use outside of class.

How will my learning be assessed?

This is a non-accredited course with the intent to improve your Digital Skills and to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance. To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for your class

We use Google Suite for Education and you will become familiar with this during the course. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email, if you have one.

Your tutor will support you, in the first session and throughout the course, if you need help with any of this.

What can I do after completing this course?

- At the end of the course your tutor can also advise you on your possible next steps.
 - We offer a qualification course: Level 2 Award in Spreadsheets and Word Processing – please speak to your teacher if you are interested in doing this.
 - You may consider progression to one of our Community Learning courses – We now have several courses to support learners who are looking for work or starting up new businesses; or you may consider one of our Adult Skills Vocational courses or English/Maths courses.
 - Our Skills and Employment Team are also available to support and advise – see details at the end of this information sheet.
 - You can call us to find out about all of our upcoming courses on 020 8583 6000 or check our visit our website: www.hace.ac.uk
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What will happen if a session is cancelled?

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor

- Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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