

## Course Title – MS Office Skills (Basics)

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### About the course

The purpose of this course is to equip you with basic knowledge to work with Microsoft Office applications, which are still the most widely used in the workplace. (see entry requirements below)

You will learn how to type, edit and format word documents with Microsoft Word; how to make simple tables, bar charts and pie charts with Excel. You will use My Documents to save and organise your documents into folders. You will become familiar with the keyboard layout and learn its correct use for more efficient and faster typing. You will also learn how to create, send and receive emails with Outlook.

You will track your progress by accessing your online individual learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

This course is for anyone who is new to Microsoft Office programs.

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### What will I learn?

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

- Use Microsoft Word to create, format and edit documents.
- Use Microsoft Excel to enter, edit and format data using basic formulas and charts.
- Use Outlook to compose, send and receive emails.

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### What are the entry requirements?

This course is for people with basic digital skills who would like to learn how to use Microsoft Office but have little or no experience with it.

- You should know how to use a computer, mouse and keyboard; know how to access the Microsoft Office apps on your device and be able to access and navigate the internet and save files.
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### **What do I need to bring with me?**

- You may wish to bring a notebook and pen.
  - You may wish to bring your own laptop; however, in the classrooms we have Windows laptops so you will have access to Microsoft Applications during lessons.
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### **How will my learning be assessed?**

This is a non-accredited course with the intent 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.

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### **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.

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### **What can I do after completing this course?**

- At the end of the course your tutor will advise you on your possible next steps.

- You can progress on to our Microsoft Office Intermediate course or we also have the free Essential Digital Skills Qualification courses.
  - You can call us to find out about other upcoming courses on 020 8583 6000 – do consider one of our Adult Skills courses or a Vocational course, as well as our many Community Learning courses. Check [www.hace.ac.uk/courses](http://www.hace.ac.uk/courses)
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### **What will happen if a session is cancelled due to COVID19?**

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.

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### **Information, advice and guidance for employment**

- Call 020 8583 6174 to speak to an advisor
  - Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk)
  - Visit <http://www.hace.ac.uk/employment-support>
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