

# MS Office Intermediate

## About the course

If you have completed our MS Office (Basics) course; passed the Essential Digital Skills Level 1 course or have used MS Office before, this course is for you.

You will improve your knowledge and skills on the 3 main popular MS Office applications: Word, Excel and PowerPoint.

You will learn how to create a variety of documents like templates, agendas and memos. With Excel, you will learn how to apply different formulae and functions, and also, visualise your data. You will also learn how to create presentations by applying different graphics, transition and animation in PowerPoint.

## Course Learning Outcomes

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

- Use Microsoft Word
  - to create a range of documents
  - to use templates
  - create and edit tables and charts.
- Use Microsoft Excel
  - to enter more complex formulas and functions;
  - to apply conditional formatting rules to data
  - to explore charts and graph options including choosing the correct chart type for purpose.
- Use PowerPoint to build a slide-show presentation by adding graphics, transition and animation.

**Please note:** To successfully complete this course you must commit to **100% attendance and punctuality**.

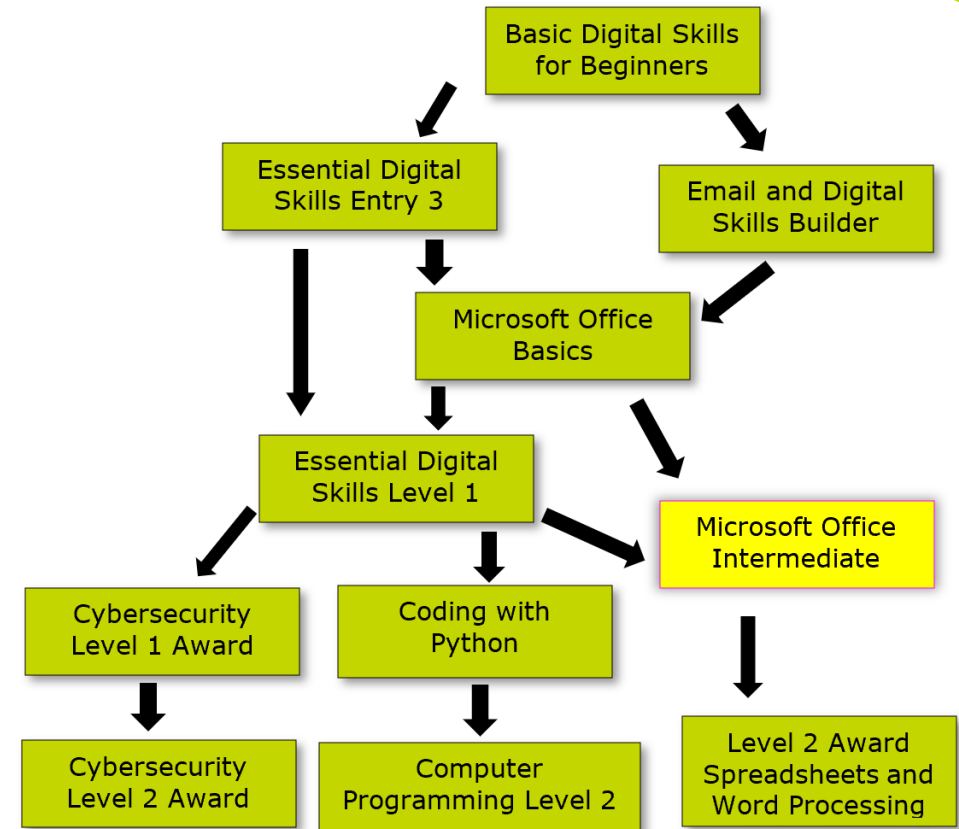
You are committing to 2 x 2hr lessons a week for 6 weeks

## What is needed for the course?

- Successful completion of an Initial Assessment OR successful completion of Essential Digital Skills Level 1 course, prior to starting this course.

**If you need any additional support, please call us.**

## Progression Pathways



**We can also provide you with information, advice and guidance for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)