London Borough of Hounslow

LEARNHOUNSLOW

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Spreadsheets & Word Processing Software – Level 2 Award

About the course

This qualification course is for people with strong skills using Spreadsheets and Word Processing software. You may have completed our MS Office Intermediate course and be looking to build on these skills, but this is not essential. The course will cover two units: Spreadsheet Software (MS Excel/Google Sheets) and Word Processing Software (MS Word/Google Docs).

You will learn how to maximise the tools available in word-processing and spreadsheet software to prepare, process and produce a wide range of sophisticated and professional documents accurately and efficiently.

At the end of the course, you will have created a portfolio of evidence which will be assessed to obtain the qualification.

Course Learning Outcomes
By the end of the course you will be able to:

- Create spreadsheets using advanced formulae and functions.
- Use tools and techniques to edit and format spreadsheet data and display spreadsheet data in a graphical format.
- Explain how spreadsheets are used for different purposes and how features in spreadsheet software can be used to improve productivity, accuracy and usability.
- Create, edit and format information in documents; use page, styles and section layouts to enhance word processed documents.
- Use Mail Merge, Macros and link/embed objects to a document.

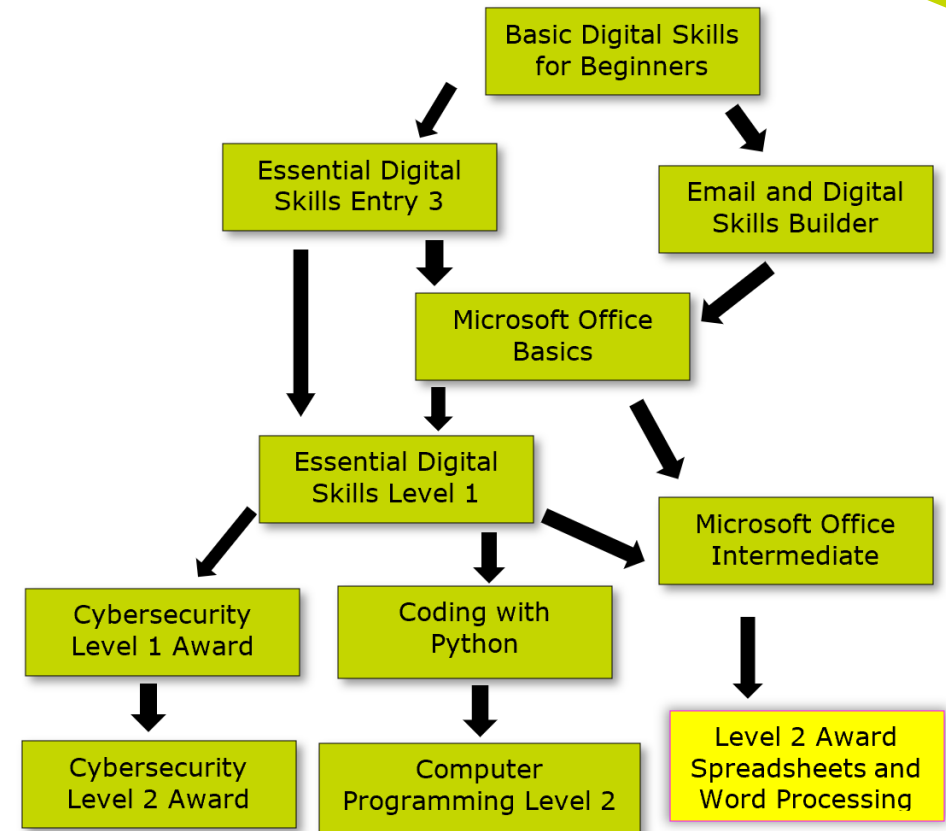*Please note: To successfully complete this course you must commit to 100% attendance and punctuality.*

You are committing to a face-to-face course, 2 x 2hrs a week for 16 weeks.

What is needed for the course?
- Successful completion of an Initial Assessment prior to starting the course and you will have passed an Essential Digital Skills Level 1 course or be working at that level of digital skills. You will have intermediate level skills using Microsoft Office – with both Excel and Word.

If you need any additional support, please call us.

Progression Pathways

Basic Digital Skills for Beginners

Essential Digital Skills Entry 3

Email and Digital Skills Builder

Microsoft Office Basics

Essential Digital Skills Level 1

Microsoft Office Intermediate

Cybersecurity Level 1 Award

Coding with Python

Cybersecurity Level 2 Award

Computer Programming Level 2

Level 2 Award Spreadsheets and Word Processing

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 or
- Visit www.workhounslow.co.uk

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