

# Microsoft Office Basics

## About the course

This free 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. 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.

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

## Course Learning Outcomes

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

- Use Microsoft Word to ..
  - create and edit simple documents
  - do basic text formatting
- Use Microsoft Excel to ..
  - Create simple spreadsheets
  - Do basic text and layout formatting
  - Use basic formulas to calculate totals
  - Create an appropriate bar chart

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

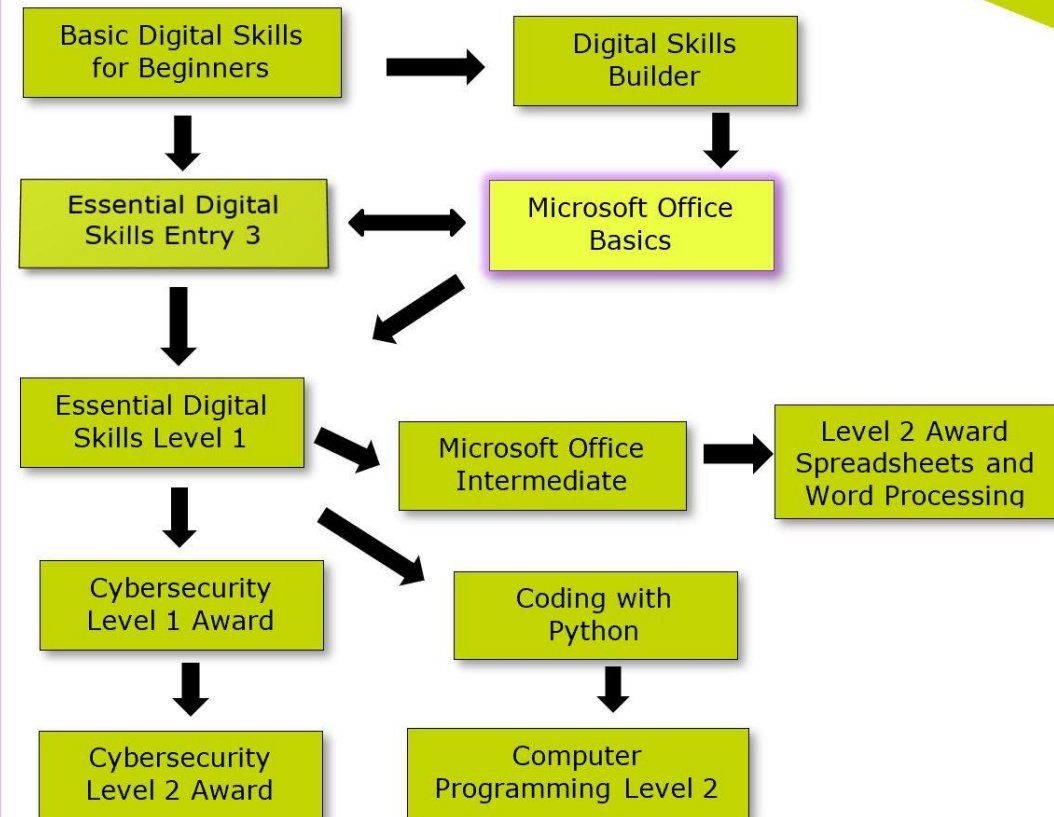
You are committing to 1 x 2hr lesson a week for 11 weeks **or** 2 x 2hr lessons a week for 6 weeks.

## What is needed for the course?

- Please bring a notebook and a pen with you, to take notes.
- If you have a device you may wish to bring it with you during the course.

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

## Progression Pathway



**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)