



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
MS Office Skills (Advanced)	MZ135QAA	Mon, Wed	9 am - 11 am	28/09/20	18/11/20

The purpose of this course is to develop your skills and knowledge to work with Microsoft Office applications, which are still the most widely used in the workplace.

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.

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

- Use Microsoft Word and PowerPoint to create, edit and enhance offline and online documents
- Use Microsoft Excel to enter, analyse and display data using formulas, functions, charts and graphs.
- Store, organise, access files; and share documents by email and other methods
- Explore features within Office Online including OneDrive.

What is required to attend the course?

- English reading and writing at minimum Entry 2
- Know how to use a computer, mouse and keyboard or other smart digital device, and how to access the apps.
- Digital skills to access and navigate the Internet, use email and work safely and responsibly.

Technical Requirements for our Online Courses:

- Access to the internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or download Phone Apps to access Google Meet, Google Classroom and Google Docs. Link to download Chrome: <https://www.google.com/chrome/>
- **For this course specifically: Microsoft Word, Excel and Powerpoint mobile apps, Office Online or installed software on your computer.**
- A **hace.ac.uk** email account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk email regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you, please check your eligibility here:

- <https://www.hace.ac.uk/courses>

After this course you will be able to:

- Enrol onto Essential Digital Skills Level 1 qualification or follow a specific digital skills pathway

Who can I contact for further information?

- For employment support, please visit <http://www.hace.ac.uk/employment-support>
- For more information please call 0208 583 6000