



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 (Basics)	MZ235PIA	Tue, Thu	12.00 pm 2.00 pm	15/09/20	22/10/20

The purpose of this course is to equip you with basic skills and 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, bar charts and pie charts with Excel and basic presentations with PowerPoint. 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 the Gmail application.

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:

- Be familiar with the keyboard layout and have basic typing skills.
- Use Microsoft Word to create, format and edit documents.
- Use Excel to enter, edit and format data using basic formulas and charts.
- Compose, send and receive emails.

What is required to attend the course?

- Basic reading and writing skills.
- Know how to use a computer, mouse and keyboard and how to access the apps.
- Basic digital skills to access and navigate the Internet.

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/>

- A **hace.ac.uk** 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 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 MS Office Skills Advanced or Google Suite Basics.

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