

Course Title – MS Office Skills (Basics)

Course Code	Venue & Contact Details	
MZ394NUC	Venue Phone Email Website	<i>Online, using Google for Education, www.classroom.google.com</i> 020 8583 6000 courses@hounslow.gov.uk www.hace.ac.uk

Day	Times	Start date	End date	No of Weeks	Total Fee
Mon & Wed	10.00 – 12.00	21/04/2021 (Wednesday start)	26/05/2021	6	Free

About the course

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. 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 Outlook.

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.

This course is for anyone who is new to Microsoft Office programs.

What will I learn?

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

- Use Microsoft Word to create, format and edit documents.
- Use Microsoft Excel to enter, edit and format data using basic formulas and charts.
- Use Outlook to compose, send and receive emails.

What are the entry requirements?

This course is for beginners with little or no previous knowledge of Microsoft Office. However, to access this course basic digital skills are essential:

- You should know how to use a computer, mouse and keyboard; know how to access the apps on your device and be able to access and navigate the internet.

What do I need to bring with me?

- It is preferable if you have access to a laptop or a PC, please speak to us if you do not have one of these, as it is not suitable to complete this course on a phone or tablet. Please also *ensure that you have Google Chrome; and Microsoft Office software on your computer or have access to Microsoft Office 365.*
 - In addition, this is an online course – please see the '**Devices and Digital Applications Required for Online Courses**' section below
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How will my learning be assessed?

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for online courses

This is an interactive online course which requires access to a good internet connection and a device with a camera and microphone. We recommend that you download **Google Chrome** browser if using a laptop or PC. For tablets and smartphones, we recommend you download the **Google Meet** and **Google Classroom** apps.

We use Google Suite for Education. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.

What can I do after completing this course?

- At the end of the course your tutor will advise you on your possible next steps.
 - You can progress on to our Essential Digital Skills course, for which you will need to take an Initial Assessment.
 - You can call us to find out about other upcoming courses on 020 8583 6000 – do consider one of our Adult Skills courses or a Vocational course, as well as our many Community Learning courses. Check www.hace.ac.uk/courses
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What will happen if a session is cancelled due to COVID19?

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
 - Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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