Microbytes Word

Course Name	Start Date	End Date	Site	Total Fees
Microbytes - Word	10/09/2026	10/12/2026	Norham Adult Learning Centre	0.00
Microbytes - Word	14/04/2027	19/05/2027	Swans Cfi	0.00
Microbytes - Word	06/01/2027	10/02/2027	Swans Cfi	0.00
Microbytes - Word	04/11/2026	09/12/2026	Swans Cfi	0.00
Microbytes - Word	09/06/2027	14/07/2027	Swans Cfi	0.00
Microbytes - Word	04/01/2027	22/03/2027	Swans Cfi	0.00
Microbytes - Word	08/09/2026	13/10/2026	Killingworth Com Hub & Library	0.00
Microbytes - Word	16/02/2027	23/03/2027	Killingworth Com Hub & Library	0.00
Microbytes - Word	07/01/2027	11/02/2027	North Shields Ymca	0.00
Microbytes - Word	10/06/2027	15/07/2027	North Shields Ymca	0.00

Who Is This Course For?

This course is a suitable progression from a level 1 course or for anyone with a good working knowledge of Word wishing to build on knowledge and skills with word processing.

What Can I Learn On This Course?

The course will enable learners to:
Develop IT skills and to meet the requirements of a business environment

Develop word processing skills to enable a more effective use of Word

The topics covered:

Creating and editing

- Use word processing software to enter, edit, format, and layout information (including text, tables, graphics, charts)

- Use editing techniques to enhance an image

Mail Merge

- Create a batch of letters that are personalised to each recipient by linking the letter to an address list;

create a set of posters using a mail merge to link to information to be presented on them

Tables

- Create, edit and format a table using advanced options such as cell merging/cell splitting, repeating header rows, and preventing rows from splitting when a table is split over multiple pages

Watermarks

- Apply a watermark to pages

Combine and link information from multiple sources

- Link data or charts from a spreadsheet

Page manipulation

- Add cover pages, and headers and footers including automatic date and filename, and different first page
- Set margins, tabs and indents
- Create a newsletter with a page-wide masthead title above 2 columns of text, and insert and text-wrap a supplied image
- Develop better understanding of default page layouts

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019.

What Will I Need To Bring With Me?

You may wish to bring a pen and notepad to take notes, but you are not required to bring your own computer equipment.

What Skills Or Experience Do I Need?

No prior qualifications are needed, but should have basic computer skills, including using a keyboard and mouse, opening applications and navigating Windows. A minimum of Level 2 English is recommended to support participation in discussions, meetings and collaborative activities.

How Will My Work Be Assessed?

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You will carry out a range of practical activities throughout the course to develop your Microsoft Word knowledge. Progress will be recognised through observation, questioning, practical tasks and learner reflection with feedback provided by your tutor. You will receive a certificate of attendance upon successful completion of the course.

What Can I Do After The Course?

You may wish to expand your Microsoft Office skills by enrolling on Microbytes PowerPoint, Excel or Teams Level 2. You may also wish to consider an online Business Admin Level 2 course.