Digital Skills Workshop Part Time

Who Is This Course For?

This course is suitable for complete beginners, or for anyone with a basic working knowledge of Microsoft Windows, Word, Excel, PowerPoint and the internet. A minimum of Entry Level 3 English skills is needed so you can understand the course content.

What Can I Learn On This Course?

Following an initial assessment to find your starting point, you will either start at Entry Level 1-2 or Entry Level 3-Level 1.

Topics covered at Entry Level 1-2 include:

- Learning the basics of Microsoft Word and PowerPoint
- Creating a professional-looking document, e.g. a letter, C.V. or poster
- Saving and printing documents
- Using the internet safely and efficiently, and learning to recognise scams
- Using e-mail to create a new message, or to reply to a received message
- Learning about messaging etiquette

Becoming familiar with keyboard layout and basic keyboard shortcuts

Topics covered at Entry Level 3 - Level 1 include:

- Creating and editing documents
- Use word processing, spreadsheet and presentation apps to enter, edit, format, and layout information (including text, tables, images, charts) for a range of purposes and audiences. Use basic editing techniques to enhance an image
- File management: Organising your work by creating folders and then copying and moving files into those folders
- Communicating: Communicate effectively via email in a personal or business context. Send and receive email attachments. Recognise message scams and phishing emails
- Internet: Use the internet to locate specified information and images, and interact safely with online services such as train timetables, theatre ticket bookings, Google maps and online shopping

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019. As the part-time option, classes take place over one half-day per week, and the course can be completed in up to 28 weeks if needed. You work at your own pace.

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. You may also wish to provide your own refreshments as on-site catering services are not available at all venues or times.

What Skills Or Experience Do I Need?

No prior qualifications or experience are needed, but you should have a minimum of Entry Level 3 English skills so you can understand the course content.

How Will My Work Be Assessed?

There are no exams on this course, but you will create a portfolio of the work completed during your normal class time. There will be plenty of individual support offered throughout the course to help you build on your skills.

What Can I Do After The Course?

We have a range of digital skills and similar courses available. You may wish to:

- Enrol on a Level 2 online course such as Business Admin
- Ask your tutor about our Digital Outreach course for support using digital devices
- Study Cyber Security or Coding on a level 2 online course

Enrol on a Level 2 Microbytes course, to hone your technical skills in presentations, spreadsheets or word processing

Your tutor will be happy to discuss your options with you.