

BASIC COMPUTING FOR ABSOLUTE BEGINNERS

Length of course: 3 hours

Software: MS Excel 2003

Is this the right course for me?

This short course is designed for beginners who have a desire to explore the Microsoft Windows environment and software programmes that will include Word and the Microsoft Office Suite.

Pre-Course Requirements

There are no formal requirements for learners who want to attend this course

What will I learn about?

- Terminology relating to computer hardware and software
- File Management - making folders, save, close, find and open files: switching between files; re-naming files
- Word Processing - edit and format text
- How to create a table in MS Word, using numbered and bulleted lists
- Tips on using your computer effectively

How will I learn?

Through a combination of demonstrations and hands-on practice. You will also receive handouts to take away and study at home in your own time.

Will I gain a qualification?

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

What can I do next?

Moving on with Word - please ask the skillscentre:mk team for more details.

Other course information can be found on www.careersadvice.direct.gov.uk or with a NEXT STEP advisor.

What do I need to bring to classes?

Note pad and pen.

Can I talk to someone about my course before I start?

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.