



Further Next Steps with Computers

What is this course about?

This course follows on from Next Steps with Computers and is designed to further develop and consolidate skills using a range of Microsoft Office programmes and bespoke software.

What will I learn?

Topics include:

- ♦ Formatting and Editing skills
- ♦ Working with templates in **Microsoft Word**
- ♦ Introductory **Microsoft Excel** skills, including formulas and graphs
- ♦ Introduction to **Microsoft Publisher**
- ♦ Integrating photo editing with **Microsoft PowerPoint or Photostory**
- ♦ Researching and collating information from the **Internet**
- ♦ Developing transferable software skills

How will I learn?

Tutor led sessions with hands on practice. You will be provided with concise hand outs and step-by-step guides as appropriate.

Entry requirements :

- ♦ Successful completion of an ICT assessment, demonstrating Entry 3 computing skills as minimum
- ♦ Completion of an informal interview

What materials will I need?

You may find it useful to bring a notebook and pen to take notes. A ring binder to organise and keep work produced in.

www.warwickshire.gov.uk/adultlearning

Course costs

For further information regarding fees, concessions and refunds, please see our website

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice.

Payment methods

We can accept payments by **cash, cheque** (made payable to Warwickshire County Council) **and as of September 2018 we are able to accept card payments.**

In order to claim any fee concessions, please bring in proof of eligibility.

Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk

02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk

01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk

In line with Government and Warwickshire County Council Policy, Adult and Community Learning have a responsibility to raise awareness regarding safeguarding, the Prevent Strategy and Fundamental British Values. This information will be provided at your first session.

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Funded by

