

"Education is all a matter of building bridges. Ellison, R" Course Page

What is this course about?

Are computers a mystery to you? If yes, then this course for beginners will show you how to get started and develop your skills and confidence in computing. It is suitable for beginners or for those with a little previous experience who would like to develop their skills and confidence in this subject.

What will I learn?

Computers: Online Basics You will find out how to:

- Complete basic web searches
- Use email and attaching documents
- Staying safe online
- Create and format a simple document in Microsoft Word 2016

10 week course – 2 hours per week. OCR Functional skills Entry 3

Courses

A short three week course starting with the basics to help you to become familiar with using a mouse and keyboard.



[Read more about this course.](#)

ITQ

If you have some basic computer experience, this course will help you develop a range of skills and knowledge relevant to the workplace and gain a Level 1 or Level 2 qualification.

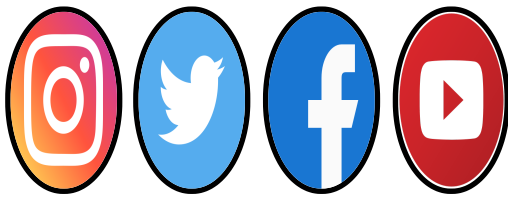
There are a range of units, each covering a different software application or task. We will be using the latest version of Windows 10 and Microsoft Office 2016:

- Word Processing
- Spreadsheets
- Database
- Presentations (Powerpoint)
- Internet and Email

What qualification will I get

OCR ITQ Level 1 Award or Certificate, or OCR Level 2 Certificate. Click on the image below for more information about the course.





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