

# Digital skills - Word Processing 1

This course aims to build your confidence to create and format documents in Microsoft Word correctly. You will learn how to use various tools in Word to format font, insert images and align text with bullet points etc.

PLEASE NOTE THIS CLASS RUNS ON WEDNESDAYS AND FRIDAYS

Start Date: 28 February 2025  
Start Time: 09:30  
Lessons: 4  
Weeks: 4  
Hours: 10.00

## Venue

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

## What will I learn on this course?

The objectives of this course are to help you:

- Navigate around Microsoft Word, and use the functions on the Ribbon – creating a new document, opening an existing document, and saving a document.
- Format text or an image in Word.
- Insert, copy, paste or move text/images.
- Align text with bullets.

## Is this course suitable for me?

This entry-level course is suitable for those with prior knowledge of computers, using the internet and who want a basic introduction to word processing. It is suitable if you have little or no experience of the program.

This course will teach you how to create and format documents correctly. It also aims to develop your general knowledge of work skills, keyboarding and mouse skills.

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions.

## What could I go on to do after this course?

If you complete this course successfully, you could enrol onto another free word processing skills course, spreadsheet course or Entry level 3 Award in Essential Digital Skills for Work and Life qualification course.

Specialist advice is available from your tutor to help you identify the best course for you.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

## Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed

## How are digital skills used and enhanced on this course

You will develop your ability to use a word processing programme (Microsoft Word), and develop your keyboard and mouse skills. You will also develop your research skills using a search engine to source and store images and information.

## Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.