Digital Skills - Word Processing 2 Inten

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This word processing course is suitable if you have a basic knowledge of the program and wish to extend your knowledge. Learn how to create and format tables correctly amongst other things.

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Start Date: 05 January 2027
Start Time: 09:45
Lessons: 2
Weeks: 2
Hours: 10.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

Learners will review essential skills in Word including how to use file management techniques, format text and images, use headers and footers, and apply spelling and grammar check tools before progressing onto more advanced skills. Learners will also learn how to:

1. Set correct line spacing and paragraphs.
2. Use headings, page margins and borders to produce presentable word documents.
3. Use the thesaurus tool.
4. Create and edit tables, use colour shading on borders.

Is this course suitable for me?

This course is suitable if you have some experience of the program. Learn how to create and format documents correctly.

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.

You may wish to bring your own fully-charged tablet or laptop after the first week, so you can practise on your own device. Note that most of the locations that we use do have wi -fi available but the quality cannot be guaranteed.

Is there anything I need to know about the course?

Improve your computing skills in an enjoyable, hands-on way within a relaxed and supportive environment. This course is designed to raise confidence and provide a foundation for further study.

Please bring a pen and notebook to make personal study notes. An A4 ring binder to keep handouts in will also be useful. Extra practice always helps - an hour or two each week will be beneficial. You can practise on the computers in the library at no cost.

What could I go on to do after this course?

If you complete this course successfully, you could enrol onto another free course, e.g. Microsoft PowerPoint (presentations), Microsoft Outlook (emails) or our free qualification course, e.g. Entry level 3 Award in Essential Digital Skills for Work and Life or Level 1 Award in Essential Digital Skills for Work and Life qualification course. You could also enrol onto the Entry 3 Customer Service or Level 1 Business Administration 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 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.