

Computer Basics - Word Processing

Centre: Skills Team

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What is this course about?

This course is designed to give learners an introduction to using ICT in a work based environment. You will look at how to use word processing software which will include creating, editing, saving and printing documents.

Is this course for me?

This course is for you if you are looking for work and want to know how computers are used in a work environment.

To get the best from this course you should be able to:

- follow verbal and written instructions

What should I be able to do by the end of this course?

- Load and exit from a word processing software package
- Create, open, edit, print and save a document
- Format text by changing font, style and size
- Create folders and save files

How will I learn?

You will learn through a variety of ways:

- Explanation and demonstration by the tutor
- Using a computer or laptop
- Handouts
- Discussion

How will I know how well I am doing?

Progress will be recorded using an Individual Learning Plan. This is a combination of group and individual goals and will enable your tutor to check your progress and provide feedback.

What can I do after this course?

- Introduction to Basic ICT – Entry Level
- Introduction to Office Skills – Entry Level
- Digital design – Level 1
- Using ICT Applications – Level 1
- Information Technology Qualification (ITQ)
- Literacy or Numeracy Qualification

For general information about other courses contact us on 01900 706114 or visit the website – www.cumbriaadulteducation.org