

## What is the course about?

This course is ideal for anyone looking to build on their existing digital skills and gain greater confidence using technology at home or in the workplace. You'll develop practical IT skills that are highly valued in today's job market, including more advanced features in Microsoft Word, PowerPoint, and Excel to create professional documents, engaging presentations, and efficient spreadsheets. You'll also explore emerging technologies, giving you a well-rounded understanding of digital tools for everyday and professional use.

## Why should I choose the course?

This course is perfect for anyone looking to strengthen their digital skills and build confidence in a supportive, friendly environment. It's designed to build on the knowledge you already have, such as from having completed our Next Steps to Essential Digital Skills course, while helping you progress further with practical, everyday digital tasks.

## What will I learn?

On the course, you will:

- Create an online presence for sharing information and files by developing a simple webpage (online portfolio)
- Produce high-quality documents for a variety of purposes, integrating elements and data from other applications
- Develop interactive content using PowerPoint, including an auto-starting kiosk application with videos, audio narration, animations, and transitions
- Maintain and query databases (datasets), and perform mail merges to produce print runs for selected recipients
- Explore new technologies found both at home and in the workplace, such as the Internet of Things (IoT), cloud computing, and generative AI tools like ChatGPT.

You will be informally assessed by the tutor and will also self-assess your weekly progress using an individual learning plan.

## What will the course lead on to?

We offer a wide range of part-time courses for adults, including both accredited and non-accredited options, providing plenty of opportunities for learners who wish to continue their studies. Upon successful completion of this course, and subject to availability, you could progress onto another of our courses, helping you to further develop your skills and knowledge in a supportive and flexible learning environment. Click here to view the range of courses on offer: [Digital & IT courses for adults](#)



## What support is available?

We have a team of staff dedicated to providing learning support if required, as well as a Wellbeing Team that is on hand to offer guidance, support and help when needed. Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college.

Further information can be located here: [College Life](#)

## Why should I choose to study the course at Warrington & Vale Royal College?

Warrington & Vale Royal College offers a welcoming learning environment with modern facilities, ample on-site parking, and expert tuition from knowledgeable and supportive staff. Whether you're just starting out or looking to develop new skills, we're here to help you succeed.

## What are the entry requirements?

It is ideal if you have attended both the Introduction and Next Steps course. No previous qualifications are needed to enrol on this course. You must be willing to partake in classroom activities and discussions. This course is for adults aged 19+.

## What are my funding options?

For more information about financial support, please visit: <https://wvr.ac.uk/college-life/financial-support>

For personalised advice on funding, please contact our Learner Services Team on 01925 494 400 or email [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk).

## Are there any additional costs associated with the course?

There are no additional costs associated with this course. All basic materials are provided.



**Warrington  
& Vale Royal  
College**

Warrington Campus  
Winwick Rd, Warrington WA2 8QA

 [wvr.ac.uk](http://wvr.ac.uk)

 01925 494 494

Winsford campus  
Weaver St, Winsford CW7 4AH

 [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk)