What is the course about?

This course will build upon your current knowledge and boost your digital skills further. The course is designed to enable you to develop basic IT skills which may be needed for work or home. You will further explore Microsoft Office Word, PowerPoint and Excel, using specific tools to create more advanced documents, presentations and spreadsheets as well as discuss and use new technologies.

Why should I choose the course?

This is an ideal course for anyone who wants to build and develop basic digital skills and build confidence in a friendly environment. It builds one the skills you have developed on our next steps course

What will I learn?

On the course, you will:

Create an online presence for sharing information and files via the creation of a simple webpage (online portfolio).

Produce high-quality documents for a variety of purposes, integrating elements and data from other applications.

Develop interactive content with PowerPoint and create an auto-starting Kiosk application incorporating videos and audio narration and using animation and transition tools where appropriate.

Maintain and query database (datasets) and merging to produce print runs with selected recipients.

Discuss of new technologies, found in both the home and the workplace, such as the internet of things (IoT), cloud computing and possibly generative AI such as ChatGPT.

What will the course lead on to?

A wide range of accredited and non-accredited courses are available to you upon completing this course. Please contact our Learner Services Team to find out more information.

Warrington & Vale Royal College

Warrington Campus
Winwick Rd, Warrington WA2 8QA

Winsford campus
Weaver St, Winsford CW7 4AH

wvr.ac.uk   01925 494 494   learner.services@wvr.ac.uk

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

Here at Warrington & Vale Royal College we have a team of dedicated, experienced staff who can share their extensive knowledge and skills with you. Learning in a friendly and inclusive environment, you will be fully supported to achieve your goals.

What are the entry requirements?

You must be over 19, have an interest in the subject area and be willing to partake in classroom activities and discussions, and to self-assess your weekly progress using an individual learning plan at the end of each session.

What are my funding options?

If you are in receipt of benefits or have a low income, you may be entitled to fee remission. For further information please contact Learner Services on 01925 494400 or email learner.services@wvr.ac.uk

Are there any additional costs associated with the course?

There are no additional costs associated with this course.

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