LET'S GET DIGITAL FOR ESOL (ICT)

Subject Area	Digital & IT
Student Type	Adults
Study Mode	Part Time

What is the course about?

This course is an introduction course to essential digital skills. It is designed to enable learners to develop basic IT skills which may be needed for work or home. You will learn how to use various Microsoft Office software, including Word, PowerPoint, and Excel, to create documents, presentations, and spreadsheets.

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.

What will I learn?

On this course you will learn how to:

- Create and organise files and folders;
- Identify techniques on how to stay safe online;
- Demonstrate how to take a print screen;
- Create, send and receive an email including attachments, and
- Use search engines, for example to find information and shop online.

You will also explore Microsoft Word, learning how to insert pictures and clip art, how to change font size and styles, and add and change colours, and how to create a formal document using a variety of tools including templates.

You will also create a presentation on Microsoft PowerPoint, creating slides, using text, images, tables, illustrations, design layouts, templates, links, media, animations, and transition tools. You will also learn how to insert media, excel charts and tables, and create a simple spreadsheet with Excel, including the creation of charts and tables.

What will the course lead on to?

This is an introduction course designed to cover basic IT skills. Once completed to a satisfactory level, then other level 1 and 2 IT courses are available, for example L1 Cybersecurity. As a standalone course this course would also provide you with the basic IT skills need for employment and life.

What support is available?

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

We have a team of staff dedicated to providing learning support if it is required and a welfare team that are 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.

For further information on student support please visit:

https://www.wvr.ac.uk/college-life

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

Here at Warrington and 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 have previously completed an ESOL course.

Are there any additional costs associated with the course?

There are no additional costs associated with this course.

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