What is the course about?

This course builds on your existing knowledge to further develop your digital skills. As a follow-on from the Introduction course, it is designed to help you gain essential IT skills needed for both work and home. You will explore Microsoft Office applications including Word, PowerPoint, and Excel, learning to use specific tools to create documents, presentations, and spreadsheets.

This course is ideal for anyone looking to strengthen their basic digital skills and build confidence in a supportive and friendly environment.

Why should I choose the course?

If you want to build on your existing digital skills and gain practical experience with Microsoft Office tools, this course offers the perfect next step. It's designed to help you become more confident and capable in everyday digital tasks, whether for work or personal use, all within a supportive learning environment.

What will I learn?

On the course, you will:

• Explore advanced Word processing features to layout documents and enhance readability, including the use of images
• Create dynamic PowerPoint presentations with animations, smooth transitions, and effective use of speaker notes
• Develop your Excel skills further by working with formulas and functions
• Incorporate graphs and charts from Excel spreadsheets into documents and presentations
• Use mail merge to create personalised documents, integrating data and charts from Excel

If you would like more information on the learning outcomes, please email ACLenquiries@wvr.ac.uk.

What will the course lead on to?

Upon completion, you may complete another of our short courses covering a wide range of skills, from digital essentials to creative and technical subjects.

We offer a diverse selection of part-time adult courses to help you upskill, secure a promotion, prepare for university, or simply meet new people. There's something for everyone.

Click here to view all of our courses: Digital courses for adults

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

What support is available?

We have a team of staff dedicated to providing learning support if it is required and a Wellbeing 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 personalised advice on funding, please contact our Learner Services Team on 01925 494 400 or email learner.services@wvr.ac.uk.

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?

No prior qualifications are required to enrol on this course, although it is ideally suited for those who have completed the Introduction course.

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.

Are there any additional costs associated with the course?

There are no additional costs.

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