

Word Processing: Introduction to Using Word Processing Software

Introduction

Word processing is the most commonly used computer task and this course will show you how to use the basics within word processing software with confidence. The course shows you how you can make changes to the appearance of your work, cut copy and paste the work as well spell checking, saving and printing your work.

What will you learn?

By the end of the course you should be able to:

- Recognise how to use Word Processing
- Use Microsoft Word

Who is this course aimed at?

If you are new to computers, but are becoming much more confident and familiar with the layout of the keyboard, how to use the mouse as well as how to switch the computer on and off correctly and open different software packages. Then this course will take you through the basics of using Microsoft Word.

What are the entry requirements? (If applicable)

There are no formal entry requirements for this course. This course is particularly suitable for people with the some experience in using computers and for those who are self taught and would like to develop their understanding further.

How is it taught?

You will be guided through the learning in a supportive and encouraging way. You will work with the tutor and other students to learn how to use a computer. There will be some group work and discussions that take place, as well as opportunity for you to work in pairs. Students often support each other; this is a positive way of reinforcing what you have learnt.

How will you be assessed?

You will be assessed through completing some tasks on the computer as well as you making notes on steps that are undertaken.

What will you achieve?

If you complete the course successfully you will achieve 1 Open College Network (OCN) Credits at Entry Level 3. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed below.

What can you do after this?

Once you have completed this course, you will need to practice all the skills that you have learnt on this course. Once you are confident in using the skills from this course, this means getting lots of practice; you can then progress on to the next one. We recommend that the next course you undertake is either Understanding Spreadsheets or Email and Internet, both are at Entry level 3.

Who are the tutors?

The course is run by Zed Bhatti. Zed is experienced in working with individuals and groups to support their personal development and learning in a positive and supportive way.

When does it run?

This is a three day course which includes two nights residency at the College. Courses start at 5:00pm on the first day and finish around 3:30pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free if you are claiming certain types of benefits. Otherwise it is £40 (£10 surcharge for students holding a degree). All accommodation, food, teaching & course materials costs are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

