



Microsoft Office an introduction Learner Information Sheet.

This course runs for 10 weeks dependent on the term and is focused towards learners that have had little or no experience using Microsoft Office. This course can be broken down onto 3 x 3 week modules.

Requirements for the course: Pen/Pencil, USB stick, A4 folder.

Week 1. Learners will be given an overview of the course, learners will introduce themselves and voice their goals, fill in required paperwork for course.

Content: An introduction to MS Office.
Backstage.

Week 2. Recap of week 1.

Content: Introduction to MS Word
Assignment 1

Week 3. Recap of week 2.

Content: MS Word Continued
Assignment 2

Week 4. Recap of week 3.

Content: MS Word Continued
Assignment 3.

Week 5. Recap of week 4.

Content: Introduction to MS Excel.
Assignment 4

Week 6. Recap of week 5.

Content: MS Excel Continued.
Assignment 5.

Week 7. Recap of week 6.

Content: MS Excel continued.
Assignment 6

Week 8. Recap of week 7.

Content: Introduction to MS PowerPoint.
Assignment 7.

Week 9. Recap of week 8.

Content: MS PowerPoint Continued.
Assignment 8.

Week 10. Recap of week 9.

Content: MS PowerPoint Continued
Q&A's, Progression Routes.

For more information contact:

Denis Pemberton

Email: tutorden@gmail.com

Website: www.tutorden.co.uk

Tel: 07866 563002