General Enquiries
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THE
CHEADLE
COLLEGE

Bitesize IT

Location	Cheadle College
Course Type	Adult
Department	Computing
Start Date	Friday 19th April 2024
Duration	Part-time, 5 Weeks
Time	12:30 - 14:30
Fee	£ 30.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	CPQ-CYXZ-1021

Course Overview

Ready to embark on an exciting journey into the world of IT? This short course is designed for those with little or no experience of using a computer. Sessions are delivered at a comfortable pace within a supportive environment. Our bite-sized lessons are tailored to fit seamlessly into your schedule, making learning as effortless as a few clicks.

Course Requirements

No prior knowledge required. Just enthusiasm and a willingness to participate.

What You Will Learn

Introduction to Word - At the end of this workshop, you will have a good working knowledge of Word basics. You will feel more confident using Word and be able to create a document from scratch. In addition, you will be able to use some of the built in layout and text editing functions that will help you produce more striking and effective documents.

Introduction to Excel Spreadsheets - At the end of this workshop, you will have a good working knowledge of how to create and edit excel spreadsheets. You will feel more confident in using some of the built in calculations and formula functionality.

Introduction to PowerPoint - At the end of this workshop, you will have a good working knowledge of many of the features associated with power point. You will be able to create a basic power point from scratch and be able to make changes to the format of the text and be able to import graphs/charts.

Progression

You may wish to progress onto the Entry 3 in Digital Skills, Next Steps or L1 in Progression in IT courses.

Mandatory Units

There are no mandatory units.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.