



Rossett School
Success for everyone



Rossett adult learning for pleasure courses to suit all tastes and interests.

Course Information

Tel: 01423 563768 email: adultlearning@rossettschool.co.uk www.rossettschool.co.uk/adultlearning
Adult Learning, Rossett Extended School, Green Lane, Harrogate, HG29JP

WORD – INTERMEDIATE			
Start date	24 September 2018	End date	22 October 2018
Half Term Bank Holidays (no class)		Number of weeks	5
Day(s) of week	MONDAY	Time	6.30 to 8.30
Teacher	W THELWELL	Fee	£43

This course is for:

If you are in employment, seeking employment or just want to become more competent and learn more about Word and its applications then this course is for you.

The course initially focuses on teaching correct data entry in order to avoid common problems and so that students gain a thorough understanding of the Word interface, but then moves on to build up skills as detailed in the course content below. This course also prepares students for the Creative Word course to be held on 12 November 2018 for 5 weeks.

For the first session students will need:

A memory stick if students wish to save their work. All Handouts provided.

Additional Costs:

None.

The course aims to:

Equip students with the skills to be more competent and knowledgeable using Word.

The course will cover:

- Entering text and data correctly to avoid common problems and adjusting Word 2010/13 defaults,
- Document layout and spacing techniques, adding page numbers,
- Creating tables to organise data in rows/columns. Tables have many multi-functional uses,
- Applying bullets and numbered items correctly to avoid common errors,
- Working with a variety of documents including letters and labels,
- Formatting text (eg bold, underline, borders, applying different font styles),
- Using and customising Word's Styles to prepare consistent documents and create a table of contents,
- Adding repeated data using the Quick Parts feature,
- Using shortcuts to simplify tasks.

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

Understand more fully the Word interface and use Word to produce consistent and accurate documents. Use relevant shortcuts.

Tutor Profile:

The tutor has been teaching keyboard and a range computer skills (eg Word, Excel, Powerpoint and Access) for approximately 25 years in HE, FE and Community Education. A lot of this time has been spent in teaching OCR CLAiT and CLAiT Plus and the full range of Text and Word Processing qualifications. In addition to this, work has included delivering business training courses in Microsoft products (Word, Excel and Powerpoint) at Harrogate College. Other previous employers include working as a Moderator for OCR, a large variety of FE organisations as well as a Yorkshire University.

Tutor qualifications include a Cert Ed, BA Hons, MSc and EdD in E-learning (Doctorate).