



Course details

Course title

Intermediate Word Processing and PowerPoint skills

Course code

Q00021556

Course date

Start: 16/06/25

End: 14/07/25

Number of classes

5 sessions

Timetable

Mon 16th Jun, 10:00 to 12:00

Mon 23rd Jun, 10:00 to 12:00

Mon 30th Jun, 10:00 to 12:00

Mon 7th Jul, 10:00 to 12:00

Mon 14th Jul, 10:00 to 12:00

Tutor

Mark Turk

Fee range

Free to £37.00

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

Venue

Online

Level of study

1

Course overview

This Intermediate Microsoft 365 Word and PowerPoint course is aimed at Beginners with some basic knowledge of documents and Presentations who want to improve and learn further skills. What would improved digital skills mean for your career or everyday life? No matter what your job role is, the chances are your day-to-day life would be easier with enhanced computer skills. This knowledge can help you in a wide variety of routine situations. These can include creating CVs and helping your kids with their homework. Creating a presentation for an interview. You will learn how to enhance your documents with formatting, styles, images, Emoji's, and a variety of Word templates. Review with the Word Editor. Create a table and a list. Enhance your documents using a variety of templates.

Course description

This Microsoft Office course covers using Word 365. Microsoft Word training helps you explore the variety of features of this word processing software. Create better-looking CVs and learn to add tables and images into documents. Understand how the integrated tools can help you improve your documents. You will learn how to use Microsoft Word 365 to enhance your documents with formatting, styles, images, Emoji's, and templates. Adjust page layout, spacing and page breaks. Find and replace words. Create a table, a list and review your document with the Editor. Enhance your documents using the Designer.

You'll also learn to create attractive presentations using PowerPoint. Create eye-catching presentations for job applications, weddings, or graduations. You can also use these skills in voluntary or community roles, for example, to create a slideshow at a youth centre award ceremony.

When you complete this course, you can study other Microsoft Office courses to learn how to use the full range of applications. You can also continue with Microsoft Word training courses if you want to develop your knowledge further, for example, an Advanced Microsoft Word Course.

This course can also teach you important digital skills for job roles where you may need to use a computer and Microsoft 365.

Please be aware that you'll need access to the internet to take this beginner's Microsoft Office course. Your tutor will upload useful materials to Canvas, the WEA's digital learning platform.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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