



## Course details

### Course title

Intermediate Digital Skills

### Course code

Q00028391

### Course date

Start: 06/07/26

End: 15/07/26

### Number of classes

6 sessions

### Timetable

Mon 6th Jul, 9:30 to 13:30

Tue 7th Jul, 9:30 to 13:30

Wed 8th Jul, 9:30 to 13:30

Mon 13th Jul, 9:30 to 13:30

Tue 14th Jul, 9:30 to 13:30

Wed 15th Jul, 9:30 to 13:30

### Tutor

Linda Bennett

### Fee range

Funding available - £192.00

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

## **Venue**

Al-Ghazali Multicultural Centre  
35 Earle Road  
Liverpool  
L7 6HA

## **Level of study**

E

## **Course overview**

This course is funded by the Liverpool City Region Combined Authority and is only available to residents living within the Liverpool City Region Combined Authority area. Build your confidence using digital skills in your personal life and in the workplace. Understand how digital programmes and services can enhance your everyday life and simplify common tasks. Learn skills employers look for and improve your job prospects. If you'd like to learn digital skills for a better life, this course will teach you everything you need to know. This course is funded by the Liverpool City Region Combined Authority and is only available to residents living within the Liverpool City Region Combined Authority area. This course is funded by the Liverpool City Region Combined Authority and is only available to residents living within the Liverpool City Region Combined Authority area.

## **Course description**

Learn how to use the Microsoft Office programmes: create and edit text documents in Word, create spreadsheets and use number calculations in Excel, and use PowerPoint to create presentations. These are universal digital skills employers look for and can help you in a variety of job roles.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/6-july-intermediate-digital-skills>