

Slough Lifelong Learning

Learn 3 Microsoft Office Programs - Word , Excel, PowerPoint

Venue: Slough & Eton School Adult Education Centre, Ragstone Road,

Time: 18:00 to 20:00

Duration 10 Weeks

Cost £30.00

Course Tutor Farah Zaheer

Contact Details Heather Hyams, Slough & Eton School
(01753 486047 leave a message)

Course Aim Introduction to Office applications (Word Processing, Excel and PowerPoint)

Planned Outcomes

As a result of your learning you should be able to:

- ✓ Create, edit and manipulate documents using Word
- ✓ Create basic spread sheets using simple formulae
- ✓ Create slides for presentations using bullets and graphics

Planned special activities

End of course assessment

What qualification will I gain from completing this course:

In-house certificate subject to 90% attendance

Where do I go next after this course?

- ECDL/New Clait or IT skills for work - Other Microsoft Applications
- Call one of our Information, Advice and Guidance Officers at the Thomas Gray Centre on (01753) 476605.

For more information on these courses please call (01753) 486 047