

IT User Skills - Level 2 Award

This course will improve your employment prospects by giving you additional IT skills, encompassing intermediate use of Microsoft Office (including word processing, spreadsheets and presentations) and how to improve your productivity through IT use.

WHAT WILL I STUDY?

Topics covered can include:

- Word processing software (Microsoft Word)
 - Create documents
 - Manipulate and format text
 - Insert and manipulate images within a document
 - Import objects and graphics
 - Use mail merge tools
 - Create, manipulate and format tables
 - Preview and print documents
- Spreadsheet software (Microsoft Excel)
 - Understand the basic concepts of spreadsheets
 - Create a spreadsheet
 - Insert and format data
 - Create, format and adjust charts
 - Create formulae and functions and copy them to other cells
 - Apply settings for printing
- Presentation software (Microsoft PowerPoint)
 - Create, format, modify and prepare presentations using different slide layouts
 - Duplicate and move text, images, charts
 - Create and modify organisational charts
 - Apply slide transitions and animation effects
 - Apply slide designs using presets and templates
 - Apply various print options
- Improving productivity using IT
 - Plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities

WHAT WILL I NEED?

Start Date: 7 November 2024

Duration: 35 Weeks

Attendance: Part Time

Center: Finsbury Park Centre

<https://www.capitalccg.ac.uk/course/pdf/15108/>

You do not need to have any previous qualifications.

All applicants must have an initial assessment and interview to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

The course includes ongoing assessment and may include a final portfolio or exam.

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

The course gives you the chance to develop useful, transferable IT skills to help you progress to further learning, or employment.

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