

Course Information Sheet

Microsoft 365 Beginners



Conquer the basics of Microsoft 365 and unlock a suite of powerful productivity tools!

Course Description:

Feeling overwhelmed by Microsoft 365? This beginner-friendly course empowers you to master the essentials and become a pro in just 6 weeks. Learn how to create professional documents in Word, organise your work with Excel spreadsheets, design impactful presentations with PowerPoint, manage your emails and schedule with Outlook, and leverage OneDrive for secure cloud storage and collaboration. Boost your productivity and unlock the full potential of Microsoft 365!

What will I learn?

- **Week 1:** Introduction to Microsoft 365 & Word Basics
- **Week 2:** Formatting & Editing Documents in Word
- **Week 3:** Introduction to Spreadsheets & Formulas in Excel
- **Week 4:** Advanced Excel Functions & Data Analysis
- **Week 5:** Creating Engaging Presentations with PowerPoint
- **Week 6:** Mastering Email & Collaboration with Outlook & OneDrive

How will I be assessed?

- **Formative:** Weekly quizzes and hands-on exercises will test your understanding.
- **Summative:** A final project requiring you to apply your newly acquired skills to a real-world scenario.

Who is this course for?

This course is ideal for anyone with little to no experience with Microsoft 365 who wants to:

- **Increase productivity** in their personal or professional life.
- **Gain valuable skills** to enhance their employability.
- **Become more confident** using essential office applications.

Progression Opportunities:

After completing this course, you can:

- Enrol in our Advanced Microsoft 365 course to delve deeper into each application.
- Pursue industry-recognized certifications like Microsoft Office Specialist (MOS).
- Explore online tutorials and resources to further develop your skills.

Career or Job Enhancement Pathways:

This course can be a stepping stone towards careers in:

- **Administrative Support**
- **Customer Service**
- **Project Management**
- **Data Entry**

How do I enrol?

The quickest way to enrol is online at www.oncoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

