



Intermediate Computers

WHY TAKE THIS COURSE?

Do you have some experience of the computer and want to take those skills further? Or have you completed our Computer Essentials course and want more? If you already have confidence using a computer and have developed some word processing skills then this course will take you a step further.

WHAT ARE THE KEY TOPICS IT WILL COVER?

Intermediate Computer skills include Using ICT Systems: adjust system settings to suit individual needs, respond to common ICT problems and take appropriate action, manage information storage by setting up folders and directories to enable efficient retrieval. Further Word Processing: creating documents of more than 1 page (improve your keyboarding speed), enhancing documents, editing with cut & paste, formatting with font styles and sizes, creating tables, creating columns, inserting ClipArt and importing and manipulating photographs, using a range of borders, creating headers/footers and page numbering.

WHO WILL THE COURSE SUIT?

This course is ideal for those who already have some familiarity with a computer but would like to consolidate that knowledge and develop both ICT system and file management awareness, as well as further word processing skills. You must be over 19 years of age.

IS THERE A QUALIFICATION AT THE END OF THE COURSE?

No, but you will keep a record of your achievement throughout the programme, which will enable you to access more advanced courses.

Working in partnership with

Warrington
Borough Council

