



Introduction to Word & Excel

Description

This will teach you the basics of Word and Excel including: opening, editing and saving a document, using formatting tools, inserting and basic formatting of images, basic formula etc.

Skills Required

This is a follow on course to Introduction to Internet and Email. Delegates should have a good level keyboard and mouse skills, but do not need prior experience with Word and Excel.

Units

- ◇ Getting started with Word
- ◇ File Management
- ◇ Using formatting tools
- ◇ Spelling & Grammar
- ◇ Images
- ◇ Guide to writing formal & Informal Email
- ◇ Getting started with Excel
- ◇ Formatting a Spreadsheet
- ◇ Basic Formula
- ◇ Safety and Security

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

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Introduction to Word & Excel Course Content

Getting started with Word

- Working safely at your computer
- Opening Word
- Overview of Word
- Overview of the Word Ribbon and Views

File Management

- Creating New Documents
- Saving Documents
- Opening Documents
- Searching for files

Using formatting tools

- Using the Undo/Redo Command
- Font Styles
- Using fonts e.g. bold, font size, underline, justify etc.
- Page Layout
- Page Borders

Spelling & Grammar

- Using the Review tab tools and right click commands
- Using the Word Dictionary
- Using the Word Thesaurus
- Using Synonyms

Images

- Copying and paste an image
- Resizing an image
- Wrap text around an image
- Delete an image

Guide to writing formal & Informal Email

- Opening
- Closing
- Using attachments

Getting started with Excel

- Open Excel
- Overview of Excel
- Overview of the Excel Ribbon and views

Formatting a Spreadsheet

- Selecting Cells
- Using Currency formatting
- Fonts Styles
- Using fonts e.g. bold, font size, underline, justify etc.

Basic Formula

- Addition
- Subtraction
- Autosum
- Average

Safety and Security

- Staying safe



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