

Level 2 Award | IT for the Office

 www.elatt.org.uk/courses/it-for-the-office

ADULT COURSES

 **9 - 10 Weeks**
DURATION

 **6 Hours**
HOURS PER WEEK

 **9.30am - 4.30pm**
DAYTIME HOURS

 **6.00pm - 9.00pm**
EVENING HOURS

 **Online**
ENVIRONMENT

What you will learn

- ▶ Master Microsoft Word for professional document creation and formatting.
- ▶ Build practical Excel spreadsheets for data management and reporting.
- ▶ Improve your Word skills: word processing, formatting and layout skills.
- ▶ Develop essential digital skills for everyday office tasks.
- ▶ Create and edit business communications such as reports and letters.
- ▶ Build confidence in using office software across different workplace scenarios.

Entry Requirements

- ▶ The Level 2 Award is suitable for individuals with basic knowledge of IT and prior experience using office software, ideally having completed a Level 1 course or equivalent.
- ▶ No formal qualifications are necessary, but a general understanding of using a computer and the internet will be beneficial.

Qualifications you will earn

Awarding Body:

- ▶ Gateway

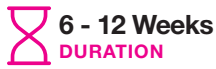
Qualifications:

- ▶ Level 2 Award in Digital and IT Skills

Level 2 Certificate | IT for the Office

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ADULT COURSES



What you will learn

- ▶ Produce complex Word documents using advanced formatting, styles, tables, and graphics.
- ▶ Create multi-sheet Excel workbooks with functions, charts, and data validation.
- ▶ Understand file management best practices, including cloud storage and sharing (OneDrive, SharePoint basics).
- ▶ Improve efficiency using advanced features like mail merge, templates, and macros (intro level).
- ▶ Build a complete portfolio of Word and Excel office projects for job applications.
- ▶ Strengthen administrative digital skills needed for business communications and reporting.

Entry Requirements

- ▶ The Level 2 Award is suitable for individuals with basic knowledge of IT and prior experience using office software, ideally having completed a Level 1 course or equivalent.
- ▶ No formal qualifications are necessary, but a general understanding of using a computer and the internet will be beneficial.

Qualifications you will earn

Awarding Body:

- ▶ Gateway

Qualifications:

- ▶ Level 2 Certificate in Digital and IT Skills