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.
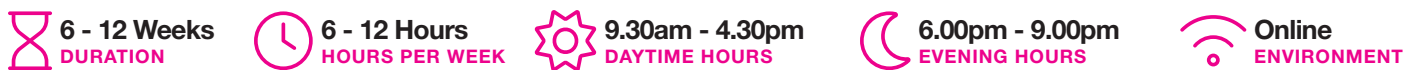- Build confidence in using office software across different workplace scenarios.

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.

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Course details are correct at the time of publication but are subject to change

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2014|2015

elatt
The Learning Community

6 - 12 Weeks
DURATION

6 - 12 Hours
HOURS PER WEEK

9.30am - 4.30pm
DAYTIME HOURS

6.00pm - 9.00pm
EVENING HOURS

Online
ENVIRONMENT

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 Certificate 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.

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