

Certificate in Microsoft Office

This qualification is a full City and Guilds Certificate (ITQ: Level 1). It is classroom based training using **official Microsoft courses**, led by Microsoft Certified Trainers and is **completely free**

It includes the following subjects :-

- Understanding how to make the best use of computers
- Sending and receiving emails
- Creating presentations in MS PowerPoint
- Creating and modifying documents in MS Word
- Creating and modifying documents in MS Excel

A total of 7 days of training worth more than £1200 retail.

Who is it for ?

This qualification is for those who do not already have an IT qualification.

However you **must** be 19+ and in employment with your employer located in Merseyside; Cheshire; Halton, Warrington or Lancashire. Your employer will be required so sign documents confirming this. You must not be receiving funding for any other training.

What does it cost ?

The training is **free**. It is funded by the Learning and Skills Council. All that you have to contribute is your time – approximately 7 days classroom training plus personal study time for the assessments.

What do I get at the end?

Those who successfully complete the programme receive a City & Guilds certificate in ITQ at Level 1- the equivalent of two GCSEs.

Where does the training take place ?

For those on Merseyside, all training will be on Public courses at our training centre in Wavertree Technology Park, Liverpool. Those in Cheshire or Lancashire will be advised of an alternative appropriate training venue. You have six months from starting your first course to completing your ITQ.

Do I have to pass exams?

Yes and No! You have to provide evidence that you have learned the requisite skill. This can be achieved in several ways but the simplest way is with a short test...we will give you all the support and practice you need

How do I apply ?

If you wish to enrol for the certificate then please contact Karen on 0151 221 3529.or go to [here](#)

ITQ Course Outlines

The programme comprises 6 days of Instructor led tuition plus as much personal study time as you require supported by your mentor / assessor. The training days can be taken at your convenience depending upon availability of courses. It is also possible to substitute Excel for one of the other courses is preferred.

Day 1: Introduction to PCs

The Workstation
Using MS Windows
Creating and using Folders
Using MS Office applications
Connecting to the Internet
Using the Internet safely
ASSESSMENT: Using IT productively

DAY 2: MS Outlook

Managing Emails, Signatures, Delivery options, Archiving, Out of Office, Junk Mail
Using the Outlook Calendar, Meetings, Distribution lists
ASSESSMENT: Using emails

DAY 3: MS PowerPoint

Working with Slides and text, layouts, text boxes, fonts, colours, alignment
Working with objects, Pictures, Creating objects, grouping, ordering, auto shapes
Working with Presentations, rearranging slides, Back grounds, Saving, Slide show, Printing
ASSESSMENT: Creating slides; creating objects; inserting pictures, inserting text, printing

Plus any TWO of the following.....days 4/5; 6/7

MS Word (2 days)

Manipulating text: Fonts, sizes, colours, Formatting, Bullets
Manipulating pages: headers and footers, printing, page numbering, setting tabs, columns
Tables and columns: Inserting tables; alignment; borders, Columns
Graphics: Inserting, moving, aligning,
Word Documents: Saving, printing, Spell checking, emailing
ASSESSMENT: Creating and printing word documents

MS EXCEL (2 days)

Working with data, autofill, formulae
Formatting cells, working with rows and columns, tables
Sorting and summarising, filtering
Creating and modifying charts
ASSESSMENT: Modifying spreadsheets and creating charts

Using the Internet (2 days)

Connecting to the Internet

Using a browser

Search engines

Downloading information

Communicating on the Internet

Using the internet safely

ASSESSMENT: Using the Internet