Digital Skills - Microsoft Word 1 Intens

Medway Adult Education

M264259T

This course aims to build your confidence to create and format documents in Microsoft Word correctly. You will learn how to use various tools in Word to format font, insert images and align text with bullet points etc.

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

PLEASE NOTE THIS COURSE RUNS ON A MONDAY AND THURSDAY.

Start Date:	09 November 2026
Start Time:	09:45
Lessons:	2
Weeks:	1
Hours:	9.00

Venue

Medway Learning and Skills Hub
Unit 2
Britton Farm Street
ME7 1GX

What will I learn on this course?

Learners will:

1. Navigate around Microsoft Word, and use the functions on the Ribbon – creating a new document, opening an existing document, editing and saving a document.
2. Use file management techniques to organise, copy and paste your files.
3. Format text and change font, size and style.
4. Find, insert, copy, paste, move, wrap and resize images.
5. Align text with bullets.
6. Use headers and footers, and using proof reading tools in Word.

Is this course suitable for me?

This entry-level course is suitable for those with prior knowledge of computers, using the internet and who want a basic introduction to word processing. It is suitable if you have little or no experience of the program.

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions.

You may wish to bring your own fully-charged tablet or laptop after the first week, so you can practise on your own device. Note that most of the locations that we use do have wi -fi available but the quality cannot be guaranteed.

Is there anything I need to know about the course?

Improve your computing skills in an enjoyable, hands -on way within a relaxed and supportive environment. This course is designed to raise confidence and provide a foundation for further study.

Please bring a pen and notebook to make personal study notes. An A4 ring binder to keep handouts in will also be useful. Extra practice always helps - an hour or two each week will be beneficial. You can practise on the computers in the library at no cost.

What could I go on to do after this course?

If you complete this course successfully, you could enrol onto another free word processing skills course – Word 2, a spreadsheet course (Excel), or Entry level 3 Award in Essential Digital Skills for Work and Life qualification course. You could also enrol onto the Entry 3 Customer Service or Level 1 Business Administration course.

Specialist advice is available from your tutor to help you identify the best course for you.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. https://nationalcareersservice.direct.gov.uk .

If you need further advice please telephone 01634 338400

Attendance Policy

In order to get the most out of your course, you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time, please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and they can send you any work you may have missed.

How are digital skills used and enhanced on this course

You will develop your ability to use a word processing programme (Microsoft Word), and develop your keyboard and mouse skills. You will also develop your research skills using a search engine to source and store images and information.

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.