

Introduction To Microsoft Software Basics (Evening)



Adult

Leisure and Professional

During this short course you will learn to use Microsoft Word, PowerPoint, Outlook and Teams. You will communicate, navigate and design projects using these software. Besides being a generally helpful tool, the Microsoft program offers many benefits applicable to both in your current workplace and your future job search.

No previous knowledge necessary, please bring a memory stick, note pad and pen with you.

You may be eligible to do this Tailored Learning course/workshop for free, or at a reduced fee, if you are 19+ as of 31.08.24, have been a UK/Ireland resident for the last 3 years, have not done this or a similar course/workshop before and have not done/booked on more than 2 Tailored Learning courses/workshops already for this academic year 2024/25 with The Cornwall College Group. Any material fees for courses/workshops will be payable in full. All fees payable when booking.

This course runs on a Tuesday evening from 6.00pm to 8.00pm for 3 weeks.

Venue:-

Cornwall College Camborne
Trevenson Road
Pool
Redruth
TR15 3RD



Scan the QR Code for full course description, assessment and progression options from this course

ENTRY REQUIREMENTS



**Find out more and
apply online**



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LOCATION & NEXT START DATE(S)

Cornwall College Camborne - 22 April 2025



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|----------------------------------|------------------------------------|
| LEVEL No Qualification | DURATION 3 weeks. |
| ATTENDANCE Part-time | FEES Tuition Fees: £9.00 |

Fees apply to adults and HE students only. Only the most common fees scenario is shown. Actual fees may vary depending on your personal situation. Please contact us for further information. Courses listed on this website are indicative of the subject, nature and level of study. The College reserves the right to alter specific qualifications titles, awarding bodies and levels of qualification, which can change in year. Any cost may also vary, based on personal funding eligibility. The Cornwall College Group reserves the right to withdraw any course listed at any time.



Explore Our Courses & Apprenticeships

Join us for a campus tour, meet our dedicated team, and get all your questions answered. Scan the QR code to register for our next Open Event or Taster Day.



Find out more and apply online

