



Upskilling Short Course

I.T. User Skills: Word Processing Software

Overview

The I.T. User Skills: Word Processing Software course is designed for those looking to upskill their general IT and in particular Word Processing.

The course will give you a better understanding of how to effectively navigate around a PC and allow you to gain full confidence when using the Word Programme.

You will be given full online resources which will support you from stage one of your Word training. The online resources must be completed before attending the full workshop.

Benefits

There are several reasons and benefits for taking part in this course through Protocol Consultancy Services, including but not limited to:

- Gaining a nationally recognised qualification that can assist with future employment.
- Developing a greater understanding of I.T. User Skills: Word Processing Software.
- Training sessions can be delivered as distance learning via Teams or through locally based workshops.
- Enhancing both your personal skills and professional development which will assist in future employability.
- And, Personal Tutors are assigned to you to ensure that you have the support needed to succeed.

Delivered by:



Co-financed by:



