

# Microsoft Word for the Workplace and Home – Intermediate Course Code - BBMP3X81XA

**DURATION, DAY, DATE AND TIME OF THE COURSE:**

1 day, Saturday 23 April 2022, 09:00 – 12:00.

**VENUE:**

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

**PRIOR KNOWLEDGE/SKILLS REQUIRED:**

There are no formal entry requirements for this course, but a working knowledge of Microsoft Office and computers is essential.

**COURSE DESCRIPTION:**

Many people use Word regularly, but don't understand how to exploit many of its useful features. This course will show you how to use some of these and therefore become more productive and efficient in using Word.

**UNITS/TOPICS COVERED:**

Not applicable

**EQUIPMENT NEEDED:**

Pen and Paper

**WHERE CAN IT LEAD?**

We offer a number of other computing courses; why not browse our website for suggestions or call Client Services on 01737 788444 for further information.

**COURSE FEE:**

£24

If you are 19+ on 31 August 2021, the standard fee will apply unless you qualify for free tuition and this will be your first leisure course in the current academic year. Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

**WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

**Disclaimer:**

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Should you require this leaflet in a different format please contact Client Services on 01737 788444.

