

THIS IS AN ONLINE COURSE

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| Course No: EZB8741 | Start Date: Saturday, July 4, 2020 | End Date: Saturday, July 4, 2020 | Start Time: 9:00 | Day Of Week: Sat |
| Centre: GEARIES | | Tutor: Campbell Mark | | Total Learning Hours: 4 |

How will this course benefit me?

This course is for anyone who wants to understand the way PowerPoint works. It is suitable for the complete beginner or those who have a little self-taught knowledge but want to know how to use PowerPoint more efficiently for day to day tasks

What are the entry requirements?

There are no formal requirements, however you need to have a good working knowledge of using a computer.

To participate in online courses you will need to have the following:

- a computer/laptop/tablet with a fully updated browser (preferably Google Chrome)
- an email address
- a reliable internet connection
- a microphone and preferably a camera

Once you are enrolled on the course, you will receive detailed instructions on how to join the class

What will I learn?

- How to create a simple presentation
- Simple editing techniques
- Format presentations
- Adding features such as design, transition and animation
- How to create slide shows

How will the course be delivered?

This course will be delivered online, and will involve tutor presentation and class discussion. Preparation and homework outside class times is expected/recommended.

How will my learning be assessed?

You will work on a range of tasks through the day and your tutor will provide you with the necessary feedback to improve your skills

What are the extra costs?

There are no extra costs, but you may wish to bring a USB memory stick to save your work

What can I progress to next?

This course will give you the skills and confidence to progress onto the one day Excel courses and other computer related courses such as ITQ Entry or Level 1.

Health and Safety requirements?

Standard teaching room low level risks

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. Where possible an alternative class will be offered at a different time/location.
 If you require any further information or advice, please contact our customer service advisers on 02085502398 or email enquiries@redbridge-iae.ac.uk

Where to find us

| Centre | Address | Parking |
|---------------------------------------|--------------------------------------|---|
| Gearies | Gaysham Avenue, Ilford, IG2 6TD | There is pay and display parking at this centre. |
| Mildmay Neighbourhood Learning Centre | 2-4 Mildmay Road, Ilford, IG1 1DT | There is pay and display parking opposite the centre. |
| Wanstead House Community Centre | 21 The Green, Wanstead, E11 2NT | Parking is very limited at this centre. |
| Other Centres | Please check with your subject team. | |



