

Certificate in IT User Skills

Build on your existing IT knowledge for home and the workplace and learn how to make the most of widespread IT software with this FREE on-line course.

Boost your CV and gain IT skills valued by UK employers

Gain intermediate knowledge of widely-used Microsoft Office programs, including Word, PowerPoint and Excel

Master IT techniques to improve your productivity in the workplace

Continue to develop your computer skills to aid your progress in a variety of different careers

Each unit contains an assessment to demonstrate your knowledge of each subject area. Once you successfully complete all four units you will achieve a Level 2 Certificate in IT User Skills.

Unit 1: Word processing software

Managing documents

Word processing editing tools

Structure and layout

Combining information

Document quality control

Unit 2: Presentation software

Entering information into presentations

Managing presentations

Presentation editing tools

Slide formatting

Animating your presentation

Preparing your presentation

Unit 3: Spreadsheet software

Creating a spreadsheet

Managing spreadsheets

Analysing data

Formatting and presenting data

Charts and graphs

Spreadsheet quality control.

Course duration

14 weeks

Recommended study

10 hours per week

Study requirements

Whilst an understanding of the sector would be advantageous no existing qualifications are required.

What computer software will I need?

To study online with vision2learn you will require the following:

An Internet enabled PC running Microsoft Windows operating system

A Web browser (JavaScript and Cookie enabled)

An active email account

Microsoft Word or a similar word processing software program. (You may need additional software programs for IT courses – please contact us for more information.)

Adobe Reader

Adobe Flash Player (version 9.0 or higher)

Supported Web Browsers

The following web browsers are currently supported.

Internet Explorer 11

Microsoft Edge *

Google Chrome *

Mozilla Firefox *

* Microsoft Edge, Firefox and Chrome follow a continuous release policy. We will support the last 2 major versions of each of these browsers.

Please ensure that your browser has JavaScript and Cookies enabled as this will be required in order to access our e-learning platform and courses. If you are still unsure, you can visit whatismybrowser.com to check your system meets with our minimum requirements.

If you are a Mac user you will need compatible software (earliest Office 2016), so that your FE College tutor can read your submitted work.

Entry Requirements

The course is aimed at those 19 years (as at 31st August 2020) and over.

Once we receive your application we will send you an email link to complete your registration.

When applying for one of our free courses you will be asked to supply a copy of your ID, which can be either a passport, driving licence, birth certificate or national identity card. If you were born outside the EU, you must have proof of residency status and you will need to provide a copy for our records. If you have declared you are in receipt of benefits you will also need to provide us with evidence of this.

Please note whilst there is no limit to the number of free courses you can complete, you can only study one free course at a time.

In some instances fully funded applications are subject to postcode eligibility.

What's Next

Your Options

	Start Date	End Date	Course Level
Certificate in IT User Skills (Part Time)			
Online	01/08/22	30/07/23	2