

# ICT Skills for Reps



This course gives delegates the confidence to use Windows based Microsoft Office software – Word, Excel, PowerPoint, Internet Explorer and Outlook.

## Who should attend?

Representatives who have some basic skills on a PC/laptop and who wish to develop their computer skills further. Applicants should have completed the core training course/s for their area of representation first as indicated in the course progression routes.

## Learning outcomes

On completion of the course reps should be able to:

- Create, save and amend a simple Word document.
- Carry out file management.
- Create, save and amend an Excel spreadsheet.
- Create and present a PowerPoint presentation.
- Send and receive emails in the correct format.
- Use Internet Explorer to search the internet for specific information.
- Understand the methods for keeping the information on the computer secure using antivirus, firewall and spyware software, etc.

## Pre-course activities

Find out about your employers computer usage policy.

## Duration

National venues - 5 days

Regional/Country venues – check the course dates list or contact your regional education office as the duration in each region/country may vary.

## Venues

All regional/country and national training centres.

## Accreditation and certification

This course is accredited through the Passport to Progress framework.

On successful completion of this course you will be issued with a certificate of unit credit by the Open College Network (OCN).

## Progression route

Following this course there is a choice of training programmes available as shown in the Workplace Reps, Safety Reps, Learning Reps and Equality Reps Course Progression routes.

## Key points

Aimed at:

**Reps who have some basic skills on a PC/laptop and who wish to develop their computer skills further.**

Duration:

**National venues - 5 days  
Regional/Country venues –  
check the course dates list  
or contact your regional  
education office.**

## Key aims

To provide workplace reps with the confidence to:

- Create, save and amend a simple Word document.
- Create, save and amend an Excel spreadsheet.
- Create and present a PowerPoint presentation.
- Send and receive emails in the correct format.
- Use Internet Explorer to search the internet for specific information.