

Microsoft Word (Word Processing) Level 1 CLAIT

Course Type: Part Time Qualifications

Level: 1

Duration: 10 weeks

Location: City Centre Campus

This course will provide you with the basic Microsoft Word skills to produce accurate and well-presented documents, which could help to improve your career prospects. You will cover document creation, file management, formatting, saving and printing. Attendance is flexible and can be arranged with your tutor on application. This course may also be available at our Somer Valley Campus. Please contact the Student Advice Centre or visit www.bathcollege.ac.uk to register your interest.

What topics are covered?

You will learn basic word processing skills, such as:

- Entering, editing and formatting text.
- Cut/Copy and Paste.
- Creating and entering data in tables.
- Saving & printing.

Essential file management skills are also included in this unit so you will be able to organise your files by creating folders to enable easier searching. These valuable skills can be used in the workplace and at home.

Who is the course aimed at?

This course is aimed at anyone with a keen interest in IT.

What are the entry requirements?

There are no entry requirements, just an interest in IT is needed.

What qualifications will I gain?

OCR Level 1 Word Processing Software

Who is the awarding body?

[OCR \(Oxford, Cambridge and RSA Examinations\)](#)

How will I learn?

You will learn in a computer-based classroom with tutor support.

How will I be assessed?

You will be examined via an OCR set exam assignment.

What can I do after this course?

On successful completion of this course you could enrol on our [Word Processing L2 CLAIT+](#).

Are there any additional costs?

There are no additional costs. The exam fees are included in course cost as well as the workbook which will be a valuable reference after the course completion.

Which department is this course in?

DECC (Department of Engineering, Construction & Computing)

Where will I need to go on my first day?

On your first day, please report to the Reception in the **Roper Building** at [City Centre Campus](#).

What do I need to bring?

A note pad, pen and a memory stick.

What else do I need to know?

To avoid disappointment, please make sure you apply for your chosen course early. Decisions regarding running or cancelling a course are made one week prior to the start of the course. If a course is cancelled, you will be informed and your course fees refunded in full. Please see [Terms and Conditions of Enrolment](#).

The course will not run on bank holidays or during half term. Please check here for [term dates](#).

Where can I find out more information?

If you need help or answers to specific questions, please contact the [Student Advice Centre](#) on [01225 312191](tel:01225312191) ext. 720 or email info@bathcollege.ac.uk.

If you are not sure which course would be right for you, we offer [FREE Careers Advice to any person aged 19 or over](#). Our advisers can help you search for a suitable course or other learning and training opportunities.

How do I apply?

Online: Click the "Apply" button and fill out an online application form.

By post: Download the [Part-time Learning Agreement](#) and send to Student Advice Centre, Bath College, Avon Street, Bath BA1 1UP.

In person: Visit the [Student Advice Centre](#) in either of our campuses.