

Bitesize Digital Skills

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 25th February 2026
Duration	Part-time, 4 Weeks
Time	12:45 - 15:15
Fee	£ 56.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYXZ-1210

Course Overview

This short hands-on course provides an excellent foundation in the main Microsoft applications used in the workplace today - Word, Excel and PowerPoint. The course is designed for people who already have some IT skills.

Course Requirements

You do need some IT skills to do this course, such as the ability to use a word processor, and to access emails and the internet. Before the course starts you will be invited into the college to have a chat about your current IT skills, so we can make sure you are enrolling onto the right course for you.

What You Will Learn

Microsoft Word - you will explore the main features of Word, creating a range of documents using the main text formatting tools, as well as tables, page margins and inserting images.

Excel Spreadsheets - you will create and edit basic spreadsheets, using different layouts and formatting skills. You will also learn more about creating formulas to perform simple calculations.

Introduction to PowerPoint - you will be able to create basic power point presentations using different design features, slide transitions and layouts.

This course is ideal for those who want to progress onto the Entry level 3 Essential Digital Skills Qualification.

Assessment

This is a non-accredited course so there is no exam. Students will be assessed informally during the course and will be given feedback on how to improve.

Progression

Students may advance to a higher-level digital skills course within the college, such as Entry Level 3 Essential Digital Skills.

Career Options

Completing a Bitesize Digital Skills course can open up a wide range of career opportunities, especially in roles that require foundational digital literacy. Here's a breakdown of potential paths you could explore:

Entry-Level Career Options

- Administrative Assistant
- Customer Service Representative
- Retail Associate
- Receptionist

Digital-Focused Roles (With Further Training)

- Social Media Assistant
- Data Entry Clerk
- IT Support Trainee
- Content Creator

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.