

## Level 2 Award in Progression

### Course details

This is a Mandatory Unit Improving your learning and performance.

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of improving own learning and performance, you will learn to use and adapt your skills confidently and effectively in a range of settings and contexts.

### What does this course cover?

This course covers different ways and areas of learning which reflect your own likes and/or dislikes:

- How to use your own strengths, aptitudes and skills to determine learning targets
- How to plan how to achieve learning targets. How to review own performance against action plan.

*Then choose any **two** from the following units:*

- **Database (Microsoft Access)**

This module sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using a database application. Learners will develop an understanding of what a database is and how it is organised.

***Covering how to:***

- Create a simple database and view the database content in various modes
- Understand what a database is and how it is organised
- Create a table, define and modify fields, and create relationships between tables
- Enter and edit data in a table
- Use filters and queries to retrieve specific information from a database
- Create a form to enter, modify and delete records and data in records
- Create routine reports and prepare outputs ready for print or electronic distribution.

- **Microsoft Publisher**

- Getting Started with Microsoft Publisher
- How to Explore the Interface
- Customize the Publisher Interface
- Create a Publication and how to add Content to a Publication
- Covering how to Add Text to a Publication
- Organize Text Boxes and Picture Placeholders in a Layout
- Control the Display of Content in Text Boxes
- Formatting Text in a Publication
- Apply Paragraph Styles
- Apply Schemes
- Editing Text in a Publication
- Present Content in Tables
- Insert Symbols and Special Characters
- Adding and Formatting Graphics in a Publication
- Add Graphical Objects to a Publication
- Manipulate the Appearance of Pictures
- Preparing a Publication for Sharing and Printing
- Save a Publication
- Preview and Print a Publication
- Share a Publication

- **Presentations - Microsoft Powerpoint**

- Getting Started with Powerpoint and how to Explore the Interface
- How to develop sophisticated presentations using Microsoft PowerPoint

This course allow you to develop basic presentations for interactive shows, sharing data with other applications and using PowerPoint Internet features.

***Covering how to:***

- Use the additional Formatting and Editing Techniques
- Find and Replace
- Using Tab Stops
- Paragraph Indentation and Sharing Data with Other Applications
- Object Linking and Embedding (OLE) and creating Customised Templates
- Using the Slide and Title Master to change colour scheme, background and additional slide show techniques
- Slide transition (timings & other features)
- Advanced Build effects, Hiding slides, Moving within a Presentation, Inserting Slides from another Presentation, Custom Shows, Using PowerPoint Internet Features and Linking to a Web Page