

Skills for Life and Work

IT Advanced

Campus: Rotherham College

Code: R28AC32

Type: Part Time

Take complete command of your computer with our advanced practical course for adult learners.

Building beyond everyday internet and email use, this program introduces essential office software to boost your digital productivity for work, volunteering, or personal projects.

You will learn to construct clear spreadsheets and handle simple data using basic Microsoft Excel formulas, as well as create eye-catching slideshow presentations with Microsoft PowerPoint.

We will also dive deeper into efficient web research techniques.

Gain the practical confidence to tackle complex computer tasks seamlessly and unlock the full potential of your device.

About This Course

- Construct clear, structured spreadsheets to manage personal, workplace, or volunteer data efficiently.
- Apply basic Excel formulas and functions to perform simple calculations and data analysis.
- Format tables and cells to enhance readability and ensure data is presented accurately.
- Design visually engaging slideshow presentations suited for professional, community, or personal delivery.

- Apply effective slide layouts, text formatting, and media elements to communicate ideas clearly without clutter.
- Utilise efficient web search techniques to find reliable information quickly.
- Evaluate online sources critically for credibility, accuracy, and relevance.
- Navigate advanced operating system features and settings to customise and control your device with confidence.
- Apply efficient file management practices to store, organise, and retrieve files effortlessly across projects.

How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information support with your enquiry or application please contact Student Services by emailing info@rotherham.ac.uk or by calling **01709 362111**.

Tuition Fees

Those aged 19 or over may not need to pay fees depending on their circumstances. Find out if you qualify for help with your fees [<https://www.rotherham.ac.uk/course-fees/>] .

If you need further advice or guidance please contact the Enquiries Team on **01709 362111**.

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2026-27. However, we do reserve the right to make changes if necessary.

Last updated: 21st October 2026