

# **Christmas Craft - Digital Cards**

Course Name	Start Date	<b>End Date</b>	Site	<b>Total Fees</b>
Christmas Craft - Digital Cards	10/12/2025	10/12/2025	LOUGHBOROUGH MOIRA CENTRE	0.00
Christmas Craft - Digital Cards	25/11/2025	25/11/2025	WIGSTON MAGNA LIBRARY	0.00

### 01. Who is this course for?

Unlock your creativity for Christmas with a short course in digital card crafting! Make unique festive cards with personalised messages, using creative digital ideas, to exchange greetings with family and friends.

### 02. What will I learn?

This one-off 2-hour beginners' course will enable you to start to make a range of greetings cards using the Microsoft Word Processing package and other online resources. On this practical course you will learn how to: Use layout options in Word to print out a card Know how to find and use copyright/permitted free images Place text and images in the correct position for printing Save work for future editing and revisions

#### 03. How will I learn?

The course will include demonstrations, practical activities and discussions Your progress and achievements will be recognised and recorded throughout your course in several ways. For example: practical activities, verbal feedback from your tutor, practising and completing exercises.

## 04. What will I need to bring?

We recommend you bring materials like paper and pens to help you take notes.

### 05. What skills or experience do I need?

No prior knowledge required for this course.

### 06. How will I be assessed?

Throughout your course your tutor will give feedback on your progress and you will document your achievement through activities such as quizzes, worksheets and in group discussions.

### 07. What could I do after this course?

Following this course you could progress to: Digital Skills for Beginners Digital Functional Skills Qualification Entry 3 (DFSQ E3) We offer a range of courses in the following: Digital Skills Learning for Wellbeing, including Arts and Leisure Languages, British Sign Language, and ESOL Maths and English Employability, including compliance courses Apprenticeships and Traineeships Family Learning Programmes for Adults with Learning Difficulties and/or Disabilities