
 Building Your Digital Skills

 Extension Challenge – Become a Course Designer


Name: _____

Date: _____

Scenario


Your tutor has asked you to create a poster to advertise a new course starting in September.


Use Microsoft Word to create an attractive poster using the information below.

 Course Name Essential Digital Skills


 Start Date September 2026

 Day Wednesday

 Time 10:15am – 1:15pm

 Duration 16 Weeks

 Cost FREE

 Contact Email gita.vij-solanki@maryward.ac.uk

Your Poster Must Include

- A clear title
- The course name
- The start date
- The day and time
- The course duration
- The word FREE
- The contact email address
- At least one suitable image

- Bold text
 - Different font sizes
 - A coloured heading
 - Your name in the footer
-

Extension Challenge

Can you also add:

- A short sentence explaining who the course is for
 - A border around your poster
 - An additional image
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Save Your Work As

Essential_Digital_Skills_Poster_YourName.docx

Reflection

1. What digital skills did you use to create your poster?

1. Why is it important for posters to be clear and attractive?

1. Which part of the poster are you most proud of?

When finished:

- Save your work
- Attach it to your email
- Send it to your tutor