

IT & Systems

Course Name

Windows Digital Up-Skilling

Course Description

Tailored for colleagues in every role at Network rail our Windows Digital Up-Skilling course is designed to elevate your digital competency while integrating LEAN practices. From unlocking the features of your laptop or PC to efficient navigation and customisation of the Windows OS, this course addresses the specific needs of railway industry workers. Learn essential file management through OneDrive, enhance productivity in Microsoft Outlook and Teams, and efficient document creation in Word, Excel and impactful presentations in PowerPoint—all while adopting LEAN principles for streamlined processes. Whether you're a novice or a seasoned professional, this course ensures that your digital skills align seamlessly with the demands of the railway industry.

As the IT Training Team within Network Rail, we pride ourselves on our ability to provide bespoke solutions tailored to meet your individual IT needs. Whether you require one-to one or closed cohort training, face to face or virtual, we understand the importance of addressing your specific requirements. Our dedicated team of experts possesses in-depth knowledge of Network Rail's IT systems and can deliver training sessions that align precisely with your job roles and responsibilities. We are committed to ensuring that you receive the highest quality training experience, empowering you to enhance your IT skills and proficiency. With our personalised approach, we guarantee that you will receive the support and guidance necessary to excel in your IT endeavours.

Audience

All roles within Network Rail

Duration: 1 Day(s) **Class Size:** 8

Competence Name Awarded

Competence Awarded

Course Code

Prerequisite Name

Prerequisite Short Code

Skills Assessment Scheme Regime

Course Type



Face to Face

Download Date: 5/5/2024