

# INTRODUCTION TO

# MICROSOFT OFFICE

**TRAINING HUB, HAMPDEN RETAIL PARK,  
EASTBOURNE BN23 6QU**

**03/06/2024 Monday - Friday 9:30AM - 3:00PM**

## PROGRAMMES COVERED:



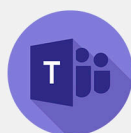
OUTLOOK/TIME MANAGEMENT



WORD



EXCEL



TEAMS



POWERPOINT



**1 WEEK  
DIGITAL  
EMPLOYABILITY  
COURSE**

- ✓ Introducing participants to Microsoft Office.
- ✓ Gain a Level 1 Employability Award and useful Digital Skills
- ✓ Suitable for those aged 19+ and in receipt of Universal Credit or a low wage

Speak to your work coach or email us to book a place: [employability@escg.ac.uk](mailto:employability@escg.ac.uk)