

INTRODUCTION TO MICROSOFT OFFICE



**EAST SUSSEX COLLEGE - PLAZA,
STATION APPROACH, HASTINGS TN34 1BA**
01/09/25 - 05/09/25 9:30AM - 3:00PM

**1 WEEK
DIGITAL
EMPLOYABILITY
COURSE**

PROGRAMMES COVERED:



OUTLOOK/TIME MANAGEMENT



WORD



EXCEL



TEAMS



POWERPOINT

- ✓ 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: futureskills@escg.ac.uk