

INTRODUCTION TO MICROSOFT OFFICE



EAST SUSSEX COLLEGE - PLAZA

STATION APPROACH, HASTINGS, TN34 1BA

23/06/2025 - 27/06/25 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: futureskills@escg.ac.uk