

INTRODUCTION TO

MICROSOFT OFFICE

**ESCG PLAZA CAMPUS, STATION APPROACH
HASTINGS TN34 1BA**

13/10/2025 - 17/10/25 9:30AM - 3:00PM

PROGRAMMES COVERED:



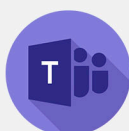
OUTLOOK/TIME MANAGEMENT



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