

# INTRODUCTION TO MICROSOFT OFFICE



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

**04/08/2025 - 08/08/25 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](mailto:futureskills@escg.ac.uk)