

Digital Skills

This course aims to give you practical tips to help you stay safe online and an introduction to **3** Microsoft Office applications. It will take place **once** a week for **4** weeks.

Course modules:

- Staying Safe Online
- Microsoft Word for Beginners
- Microsoft Excel for Beginners
- Microsoft PowerPoint for Beginners



Free to those
receiving benefits

Starting on **Friday, 24th April** at
Waltham Cross Jobcentre Plus from
9.30am to 12.30pm

Learners have the right to request Additional Learning Support before enrolment.

Call **0300 123 1034** to book



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