

# Beginners Digital Skills

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

## Course modules:

- Staying Safe Online
- Microsoft Word
- Email and Basic Social Media
- Online Audio and Web Conferencing Platforms (eg. Zoom)



Free to those receiving benefits

Starting on **Monday, 16th November** being delivered online over **Zoom** and in the

**CVSBEH Skills and Learning Centre, 67 Fore Street, Hertford, SG14 1AL**

**CVSBEH Community Skills Hub, Unit 59, Pavilions Shopping Centre, High Street, Waltham Cross, EN8 7JU**

Learners have the right to request Additional Learning Support before enrolment

Call **0300 123 1034** or email **emily@cvsbeh.org.uk** to book



**9.30am to 12.30pm**



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