

# Further Digital Skills

This course aims to give you practical tips to help set up social media and a further look at **3** Microsoft Office Applications. It will take place **once** a week for **4** weeks.

## Course modules:

- Advanced Word
- Microsoft Excel
- Microsoft PowerPoint
- Advanced Social Media (eg. Linked In)



Free to those  
receiving benefits

Starting on **Tuesday, 13th October**  
being delivered online over **Zoom** and in the  
**CVSBEH Skills and Learning Centre,**  
**67 Fore Street, Hertford, SG14 1AL**  
**9.30am to 12.30pm**

Learners have the right to request Additional Learning Support before enrolment

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



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