

Beginner Digital Skills for Work

Do you want to brush up on your digital skills?

Navigate **the basic essentials** needed in the
digital world!



Week 1 - The basics for Microsoft Word

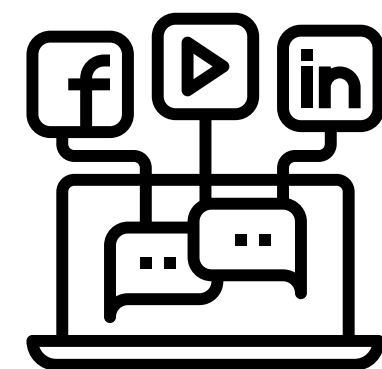


Week 2 - The basics for Microsoft Excel

Week 3 - Using Word and Excel yourself



Week 4 - Microsoft Outlook, Google,
Zoom and PowerPoint



FREE Courses

Starting September at the CVSBEH Community
Skills Hub in Waltham Cross, EN8 7JU

Contact us for more information

Please enquire in the Hub or call

Emily on 0300 123 1034

Email: communitylearning@cvsbeh.org.uk