

Introduction to Office, Word, Excel & PowerPoint

Perfect for anyone wanting to get a basic understanding of how to use Word, Excel and PowerPoint.

You will need to know how to use these programmes if you want to work in an office environment. This course will show you; how to edit your CV, use cut and paste options, how to sort a spreadsheet and how to present your work on slides.

To complete the course, you must attend all 4 sessions:

Session 1: Tuesday 22nd September, 1.30 – 4.00pm

Session 2: Tuesday 29th September, 1.30 – 4.00pm

Session 3: Friday 9th October, 1.00 – 3.00pm

Session 4: Friday 16th October, 1.00 – 3.00pm

Last updated: July 21, 2026