

## Introduction to Office

Once you've learned the basics, try this course where you can learn how to use Microsoft Office packages including

- Word
- Excel
- PowerPoint

Learn essential tasks including how to

- Cut
- Copy
- Paste
- Sort a spreadsheet
- Insert a picture into a document

Courses are open to anyone who lives in Newcastle aged over 18. You must have Entry Level 3 qualification in ESOL, Reading, Writing, Speaking & Listening or equivalent language level.

Call 0191 277 8842 to book or click below.

Session 1 and 2: Tuesdays 1:30pm – 4pm

Session 3 and 4: Fridays 1pm – 3pm

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