



OFFICE & IT SKILLS

**Do you live in Staffordshire and are over 19?
We have a FREE* course for you**

 **09:30–15:30**

 **IN-PERSON**

 **SIX DAYS**

Essential workplace & digital awareness



Understand GDPR, learn how personal data is protected, and explore how AI can be used responsibly in the workplace.

Confident Microsoft Office skills



Create and format Word documents, build engaging PowerPoint presentations with text, images and animations and use Excel to organise data.

Practical IT abilities for real tasks



Input and format spreadsheet data, use basic formulas, design multi-slide presentations and apply everyday digital skills used in office environments.

***Our Adult Community Learning courses are free/fully-funded for those aged 19+ with a Staffordshire postcode who are unemployed and not in education or training.**