

Digital Skills Online Workshops

We have a brand new weekly programme of online Skill Up workshops. Enrol just once and get the joining information for all workshops.

Enrol here: <http://bit.ly/MAESTasterEnrolment>

Manchester Adult Education Digital Skills Online Workshops

Learn more about online meetings for work or socialising	How to use Google Docs for work or studying	Create a sleek presentation	Learn the email basics to communicate with others	Every Tuesday with Jagtar 10 to 11am Presentation Skills	Every Tuesday with Clive 2 to 3pm Spreadsheets for Beginners	Every Wednesday with Sarah 2 to 3pm Social Media for parents	Every Friday with Carol 10 to 11am Video Calling
 <p>MAES Digital Skills Team</p> <p>"I would like to thank you for your help to set up my PowerPoint after I struggled for more than ten days; you have done it. Really I do not know how to thank you." Skill Up learner</p>				Every Tuesday with Nazia 2 to 3pm Email basics	Every Wednesday with Diane 10 to 11am Google Docs	Every Thursday with Chris 2 to 3pm Scams and phishing awareness	Every Friday with Natasha 10 to 11am File Management
Use Social Media safely	Avoid scams and phishing emails	Create spreadsheets for work or home	Learn how to manage your files				

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