

Microsoft Word & PowerPoint The Basics

wea.org.uk

Microsoft Word & PowerPoint–The Basics

Would you like to learn how to create professional looking documents with images, tables and attractive font choices?

How about designing effective and eye catching presentation slides which grab and keep people's attention?

Build some of the basic skills needed to use Word and PowerPoint effectively.

6th June until 11th July 2022

Mondays

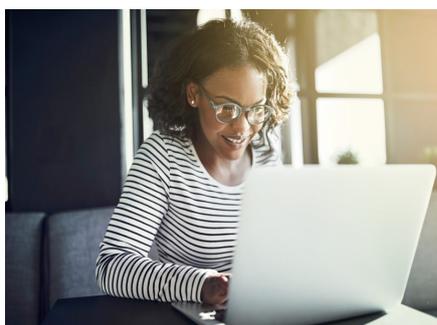
10:00– 11:30

6 sessions -

Fee Waivers available - If you receive certain benefits you may be entitled to a **FREE COURSE.**

Please enrol by 26th May by ringing **0300 303 3464** or visit **wea.org.uk** to enrol on line Please quote course code **C3129066**

Professional Development, Preparation for work: Microsoft Word & PowerPoint - The Basics (C3129066) (wea.org.uk)



Supported by
The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no.SC039239)

Location:

This is an online course delivered using Zoom, and Canvas for course materials.

