

# IT Skills for Work

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**This FIVE-week programme is ideal for anyone wanting to learn and improve upon essential workplace computer skills:**

**Venue:** Longmead Social Centre, Sefton Road, Epsom, Surrey. For more information and to book a place visit [www.wea.org.uk](http://www.wea.org.uk) or phone 0300 303 3464

Topics include:

- Using Email efficiently
- Introduction to Excel
- Storing document safely
- Searching for suitable jobs on-line

**Course reference: C3743897**

**Start Date:** Every Wednesday from 5<sup>th</sup> June- 3<sup>rd</sup> July

**Time:** 12.30pm- 2.30pm

**Facilitator:** Gill Fletcher

*Places are limited.*

*Laptops are provided but may need to be shared, if you have your own laptop please feel free to bring it along.*

**Cost £30**

(**FREE** to those receiving Income related benefits)

There is **no** creche facility for this course

