

Word and excel intermediate

WEA Adult Learning
Within Reach



Word and excel intermediate

Basic ICT (Accredited)

These one day courses upskill staff and boost confidence in the workplace by helping participants gain new skills in Word and Excel and be more confident about engaging with Microsoft office products, other IT platforms and pursuing further learning. Participants are encouraged to work collaboratively and support each other's learning.

Learners: Staff looking to increase ICT skills and confidence

Duration: 6 hours

Tailored workplace learning: To discuss how this course could be tailored for your members or employer's needs and to get a quote for course delivery, please contact Shazia Shahid via email sshahid@wea.org.uk or Ray McCowan R.McCowan@wea.org.uk Or Call **0131 226 3456**

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