



DIGITAL LEARNING FOR BEGINNERS

WANT TO:

Improve your IT skills
and your job
opportunities?



Set up and use email and the icloud?

Use the internet to search for information?

Use basic Word to create letters, CV's etc.

We can help with **FREE** IT training and support for beginners at the NOAH Training and Employment Academy in High Town, Luton. Learn at a comfortable pace in a relaxed and friendly environment.

COURSE INFORMATION

This four week course starts completely from scratch, and teaches learners the basics of IT including use of the internet, email and how to create a document.

2018—19 course start dates are as follows:

Wednesday 25th July

Monday 7th January

Monday 3rd September

Monday 4th February

Monday 1st October

Monday 4th March

Wednesday 31st October

Wednesday 28th November

Each week will include two 3hr sessions through which you will be guided through the following areas:

- Opening and saving documents
- Using Word and Excel to create letters and CV's
- Setting up and using an e-mail account and online storage
- Using the internet to search for jobs and to upload your CV

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Charity Registration Number 1059672

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