Customer Service Prog - Dig Skills Word

Medway Adult Education

R261161T

This course is part of the Customer Service Programme, where learners attend Customer Services on Tues and Wed, Employability on Thursdays and Digital Skills (Word) on Fridays. On this course, learners will develop their skills in using Microsoft Word in order to create and save documents, edit and format text and use spell checking to produce a polished document.

Start Date:	05 February 2027
Start Time:	09:45
Lessons:	4
Weeks:	4
Hours:	18.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW