

# ICT and Digital Skills

Learning for beginners, qualifications and specialist subjects

For more information contact our friendly admin team on 01822 613701, visit our website [learndevon.co.uk](http://learndevon.co.uk) or visit us in the Alexander Centre, Tavistock Monday - Friday 9am - 5pm.



**learndevon**   
adult learning and skills

**Devon**   
County Council

# The Alexander Centre, Tavistock – FREE

## Digital Skills for everyday

Tuesdays 20 Sep – 18 Oct

Tuesdays 01 Nov – 29 Nov

10:00am – 12:00pm

## First steps to getting online

Tuesdays 27 Sep

Tuesdays 11 Nov

1:00pm – 4:00pm

Ask us about are other courses,  
from maths and English to  
pottery and creative writing

# Online – FREE

## Spreadsheet software: Excel

Monday 19 Sep – 12 Dec

9:30am – 11:30am

Wednesday 21 Sep – 14 Dec

12:00pm – 2:00pm

## Presentation software: Powerpoint

Monday 19 Sep – 12 Dec

12:00pm – 2:00pm

Wednesday 21 Sep – 14 Dec

2:30pm – 4:30pm

## Word Processing software

Monday 19 Sep – 12 Dec

2:30pm – 4:30pm

Wednesday 21 Sep – 14 Dec

9:30am – 11:30am