

IT for Work Course



13th September until 22nd November
Symes Resource Centre BS13 0BE
12.30 until 2.30pm

A practical and friendly course to gain IT skills to support employability opportunities

- **Use the internet to find reliable information**
- **Share information by email**
- **Identify strategies to stay online**
- **Use word processing to create useful documents**
- **Create useful spreadsheets e.g. household budget**
- **Use zoom to communicate online**

Contact: Helen Richards to book a place

Phone/text: 07760990855

Email: helen.richards@bristol.gov.uk



**COMMUNITY
LEARNING**

communitylearningwest.net
ictinfo@bristol.gov.uk
01172 510230

**WEST OF
ENGLAND**
Combined Authority