M365 Digital Skills Essentials Training

Duration: **3 Day**

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This course has been designed to give you the skills and knowledge to create spreadsheets, business documents and presentations using Microsoft Excel, Word and PowerPoint.

You will start from the basics and work through to produce a professional, visually appealing spreadsheet, document and presentation.

Prerequisites

Delegates are not expected to have gained any prior knowledge of PCs before they attend this course. However, it is strongly recommended that they have some keyboard and mouse experience.