



**Every Wednesday and Thursday**

**10:30am - 12:30pm**

**Starts 26th March, 2025**

**Introduction to computer,  
Essential software, Using  
internet for communication,  
Online transactions,  
Creativity and Online Safety**

**Recommended  
Check-up Schedule**

**Improve Digital  
Literacy**

**Improve  
Employability Skills**

**Improve  
Communication**

**Networking & Problem  
Solving Skills**

# FREE

## Essential Digital Skill Training

Face-to-face training sessions



### Online communication Tools

Learn how to use email professionally and join or schedule online meetings using tools like Zoom and Teams. Stay connected with family, friends, and colleagues in real time..



### Creating Professional Documents

Learn to create clear, well-structured documents using Microsoft Word, including how to write a professional CV for job applications and everyday use.



### Presenting Ideas Using Microsoft PowerPoint

Learn how to create and design engaging presentations using Microsoft PowerPoint. Add text, images, charts, and transitions to explain your ideas clearly and confidently—perfect for work, school, or community events.



### Managing Data on Spreadsheet

Learn how to use Microsoft Excel to organise data, create tables, and perform calculations. Gain skills to manage budgets, track expenses, and present information clearly, useful for both personal and work-related tasks.



### Online Safety

Learn how to stay safe online by recognising scams, creating strong passwords, and following good internet habits. Understand online etiquette to protect your personal information and maintain professionalism when using digital platforms.



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