

# Introduction to the Digital Office

Join us online for this beginner friendly course to build your confidence in Microsoft Office tools like Outlook, Word, and Excel.

Gain a nationally recognised qualification (SQA Core Skills ICT at SCQF Level 4), boosting your employability and preparing yourself for future study or alternatively, you can work towards a Digital Badge.



**Start your journey**

**Where: Online**

**When: Tuesdays 18:00 - 20:00**

**23/09/25 - 09/12/25**

**To register, scan the QR code.**

**For more information contact:  
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