

# Digital Functional Skills

## Course Overview

Looking to improve your digital confidence and boost your employability? This free\*, government-funded course is designed for adult learners who want to gain practical skills in Microsoft Word, Excel, and PowerPoint—essential tools in today's workplace.

## Why It Matters

Digital skills are essential in almost every job today. Whether you're applying for work, supporting others, or managing everyday tasks, being confident with Microsoft Office applications can make a real difference. This nationally recognised qualification shows employers you're ready to work efficiently and professionally .

## What You'll Learn

- Microsoft Word: Create polished documents, format text, and use templates.
- Microsoft Excel: Work with spreadsheets, apply formulas, and manage data.
- Microsoft PowerPoint: Design engaging presentations with clear layouts and visuals.
- Professional Email Writing: Communicate clearly and confidently.
- Online Safety: Stay safe and secure while browsing and sharing online.
- File Management: Organise, save, and share files with ease

## Start Your Journey

**Start Date:** Courses begin on Wednesday 14 and 21 January and Thursday 15 and 22 January

Weekly two-hour classroom sessions at Adult Education in Gloucestershire.

There are multiple options available, so you can choose the day that works best for you.

Each course involves attending a two-hour weekly class, making it easy to fit in with your schedule.

| Day       | Start Date             | Time               |
|-----------|------------------------|--------------------|
| Wednesday | 14 and 21 January 2026 | 10.30am to 12.30pm |
| Wednesday | 14 and 21 January 2026 | 1.00pm to 3.00pm   |
| Thursday  | 15 and 22 January 2026 | 10.30am to 12.30pm |
| Thursday  | 15 and 22 January 2026 | 1.00pm to 3.00pm   |

## Sign Up Today!

Contact [learn@gloucestershire.gov.uk](mailto:learn@gloucestershire.gov.uk) or 01452 583800 to sign up.