

The Adult Education Team have a number of fantastic courses taking place over the summer. There are opportunities to improve your digital skills, budgeting skills as well as employability skills to.

Anyone interested can enrol by either clicking on the course links, or they can contact the team at [adulteducation@wokingham.gov.uk](mailto:adulteducation@wokingham.gov.uk) or call 01189 743797. Details about our eligibility criteria and all courses that we run are also available on our website [www.webenrol.com/wokingham](http://www.webenrol.com/wokingham).

## **Our Summer Courses**

### **Excel at Budgeting**

- 16 July, Tuesday 10am to 12pm, Wokingham Library
- Free course
- [Apply here](#)

Have you thought about using Excel for your own personal budgeting purposes? Learn how to manage what you spend against your income or budget using basic formatting and maths functions in Excel. This is aimed at people with a basic knowledge of using Excel.

### **Social Media for Jobseeking**

- 17 July, Wednesday 10.30am to 1pm, online via Zoom
- £10 or free to those on jobseeking benefits or low incomes
- [Apply here](#)

Learn how you can use social media as a research tool, to find jobs and look for opportunities within the local area. Gain confidence in using Facebook groups and following useful social media threads or sites. Explore networking on LinkedIn and finding video tutorials and support on social media sites.

### **Introduction to iPads - Digital Skills for Beginners**

- 18 July to 8 August, Thursdays 10am to 12pm, The Cornerstone, Wokingham
- £30 - free to those on jobseeking benefits or low incomes
- Apply by calling 0118 974 3797 or online [apply here](#)

Get started with your iPad and gain confidence using it and the internet. The course covers settings, connecting securely to a wifi network, swipe actions and the virtual keypad, using the App Store and internet browser. Learners do not need to bring their own device.

### **Design and format a CV using Word**

- 24 July, Wednesday 10.30am to 1pm, online via Zoom or
- 14 August, Wednesday 10:30am to 1pm, online via Zoom
- £10 or free to those on jobseeking benefits or low incomes
- [Apply here for July](#) or [Apply here for August](#)

Learn how to create your CV or resume using both a functional and chronological approach, that is both eye-catching and professional. Explore using Word to create a cover letter to match.

## Introduction to Powerpoint

- 2 session course – session 1 Monday 12 August and session 2 Friday 16 August, both sessions 10:30am to 1pm, online via Zoom
- £15 - free course to those on jobseeking benefits or a low income
- [Apply here](#)

Learn to use Powerpoint and create simple presentations. Gain confidence in presenting information in an engaging way and find out how you can use it for work or personal use. The course will give you a chance to work on a presentation, and time to practice delivering it in the class.