

Learn basic word skills



- Making letters bold
- Underlining letters
- Typing basic sentences
- Creating headings
- Paragraph creation

Learn basic excel skills

- Finding cells
- Putting numbers into cells
- Adding cells together
- Merging cells
- Deleting cells



Learn basic powerpoint skills



- Inserting shapes
- Inserting photos
- Typing using textboxes
- Typing in shapes
- Creating slides