SPECTRUM
ADVANCED LEARNING

Skills Studio pathway · Ages 10–17

# Digital Office Skills

The tools every student and professional uses.

## About the programme

Students learn to build spreadsheets with formulas and charts, write well-formatted documents and reports, design presentations and graphics, and publish newsletters and posters. Every day ends with a finished piece of work, so students leave with a portfolio and skills they will use for life.

## Highlights

- **What your child gains.** Faster, neater school work, skills every employer expects, and a portfolio of finished documents, spreadsheets and designs.
- **Excel.** Formulas, charts, tables and simple data analysis.
- **Word.** Formatting, styles, references and reports.
- **PowerPoint and Canva.** Design principles and engaging presentations.

LENGTH
**3.5 weeks (10 days)**

DAYS
**3 days a week**

WHERE
**At the centre or live online**

START POINT
**Free diagnostic and consultation**

MATERIALS INCLUDED
**4 original packs, 2 slide decks, online workbooks**

## Book a free diagnostic

+92 324 4449039 (9 am to 10 pm) · info@spectrum-learning.com · spectrum-learning.com

**Catch up. Keep up. Get ahead.**

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