

**GET
SKILLED
TRAINING**

MICROSOFT OFFICE ESSENTIALS

6-hour course

The **MICROSOFT OFFICE** course introduces beginners to the “Office Productivity” tools that allow many of us to complete the tasks required for our offices and homes. These software programs enable users to create documents, spreadsheets, and presentations, send emails and complete multiple tasks.

Software programs include:

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Quickbooks

**Material
and Supplies
Provided**

**Continuing
Education
Certificate**

GROUP RATES ARE AVAILABLE

**COLUMBUS TECHNICAL COLLEGE
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