



COURSE : PC Orientation 101
SKILLSET : BASICS
OUTLINE : [Click Here](#)



COURSE : Word New Users
SKILLSET : Basics
OUTLINE : [Click Here](#)

COURSE : Word Essentials
SKILLSET : Intermediate
OUTLINE : [Click Here](#)

COURSE : Word Expert
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Word Complex Documents
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Excel New Users
SKILLSET : Basics
OUTLINE : [Click Here](#)

COURSE : Excel Essentials
SKILLSET : Intermediate
OUTLINE : [Click Here](#)

COURSE : Excel Expert
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Excel Formula Workshop
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Excel VBA Essentials
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Digital Dashboards Day 1
SKILLSET : Intermediate
OUTLINE : [Click Here](#)

COURSE : Digital Dashboards Day 2
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : Outlook Essentials
SKILLSET : Basic / Intermediate
OUTLINE : [Click Here](#)

COURSE : Time Management in Outlook
SKILLSET : Intermediate
OUTLINE : [Click Here](#)

Microsoft
Office Specialist
Authorized Testing Center

CERTIPORT
AUTHORIZED TESTING CENTER

Certified Associate
AUTHORIZED TESTING CENTER



Additional Course Options

COURSE : SharePoint Site Users
SKILLSET : N/A
OUTLINE : [Click Here](#)

COURSE : SharePoint Site Owners
SKILLSET : Advanced
OUTLINE : [Click Here](#)

COURSE : MS Project Essentials
SKILLSET : Intermediate / Advanced
OUTLINE : [Click Here](#)

COURSE : PowerPoint Essentials
SKILLSET : N/A
OUTLINE : [Click Here](#)

COURSE : MS Publisher Essentials
SKILLSET : N/A
OUTLINE : [Click Here](#)

COURSE : MS Access Essentials
SKILLSET : Intermediate / Advanced
OUTLINE : [Click Here](#)

COURSE : MS Visio Essentials
SKILLSET : N/A
OUTLINE : [Click Here](#)

COURSE : Adobe Acrobat Pro
SKILLSET : Intermediate
OUTLINE : [Click Here](#)