

ENROLL IN
THREE AND **SAVE**

Microsoft Office 2016 Value Suite

Whether you're needing or wanting to learn Microsoft's newest Office release, we have the online courses you need. And, you'll receive discounted pricing when you purchase these 3 titles together!



**Introduction
to Microsoft
Word 2016**



**Introduction
to Microsoft
Excel 2016**



**Introduction
to Microsoft
PowerPoint 2016**

– Or Purchase Individual Online Courses –

Introduction to Microsoft Word 2016

Learn how to create and edit documents within Microsoft's newest version of Word.

Introduction to Microsoft Excel 2016

Learn how to create spreadsheets and add data to analyze within Microsoft's newest release of Excel.

Introduction to Microsoft PowerPoint 2016

Prepare presentations within Power Point2016. Learn all of the new features in Microsoft's newest software release.

Introduction to Microsoft Access 2016

Learn how to create and edit databases in Microsoft's newest release of Access.

Online Courses Include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- New sessions begin each month

Our online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

We also offer Microsoft Office 2016 INTERMEDIATE & ADVANCED courses.

Check our online catalog for more information