

ENROLL IN THREE AND **SAVE** Microsoft Office 2019 Value Suite

Knowing how to use Microsoft software is essential for job seekers. If you want to learn Microsoft Office 2019, our online course bundle will teach you the skills you need at a discounted cost!



Introduction to Microsoft Word 2019



Introduction to Microsoft Excel 2019



Introduction to Microsoft PowerPoint 2019

Learn the latest Microsoft Office software and its online counterpart, Office 365!

– Or Purchase Individual Online Courses –

Introduction to Microsoft Word 2019

Learn how to write, edit, and create professional documents with Word 2019.

Introduction to Microsoft Excel 2019

Learn to create spreadsheets and manage data with the newest Excel software.

Introduction to Microsoft PowerPoint 2019

Learn to use the latest version of PowerPoint, the most widely used presentation software.

Introduction to Microsoft Access 2019

Learn how to build and customize databases with the newest version of Access.

Online Courses Include:

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

ANYONE, ANYWHERE CAN LEARN ONLINE!

Our six-week online courses offer an interactive, project-oriented way to gain new personal and professional skills. Complete lessons, quizzes, and hands-on assignments entirely from your home or office whenever it's convenient for you.

We also offer INTERMEDIATE and ADVANCED Microsoft Office 2019 courses.

Check our online catalog for more information!