Learn
Microsoft Office
from the comfort of home

ONLINE COURSES!

Course Features:

100% Online

24/7 Course access

6-Week instructor-moderated or 3-month self-guided formats

Learn from industry experts

Receive a certificate of completion

Introduction to Microsoft Publisher
Learn to create your own newsletters, calendars, brochures, greeting cards, and more with Publisher, the desktop publishing app included in the Microsoft 365 suite.

Introduction to Microsoft Access 2019
This hands-on course will teach beginners how to use Microsoft Access 2019 to build a database and customize the way data is stored.

Introduction to Microsoft Excel 2019
If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Introduction to Microsoft PowerPoint 2019/Office 365
As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

Introduction to Microsoft Project 2019/Office 365
Discover how to effectively plan and implement projects using the world's most popular project management software, Microsoft Project 2019.

Introduction to Microsoft Word 2019
Learn the foundational skills needed to utilize Microsoft Word 2019. This course will teach you how to create professional-looking letters, reports, and documents.

Microsoft Office 2019 Value Suite
This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

To learn more and enroll, visit: