Intro to Computers 2:
Microsoft Office & Google Workspace

Workforce Academy

Lessons Include:

Word processing and document creation

Spreadsheet management and data analysis

Presentation design and delivery

Database creation and management

Project management using Office tools

Collaboration and sharing documents

Office shortcuts and productivity tips

And Much More

Our program equips you with the essential skills and knowledge required to excel in the world of office software, from creating professional documents to managing data efficiently. Whether you're an aspiring office professional, a tech enthusiast, or anyone looking to elevate your Microsoft Office skills, this program is designed to empower you on your journey to becoming a Microsoft Office Pro.

Objective: Learn Microsoft Office Pro & Google Workspace Fundamentals
Advised Duration: 8 Weeks
Modality: Online, Self-paced
Total Charge: $2497.00

Gain the skills to begin your career, TODAY.

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