Basics of Microsoft Office Suite

Participants will learn the basics of Microsoft Word and Excel. At the end they will know how to use these programs to do tasks that include writing a letter or creating a well formatted document and worksheets in Excel. They'll also learn how to use templates.

Program Type Series
Time 5 Sessions, 2 hours
Audience Size 5 min - 16 max
Language English
Audience Adults, Elderly, Elderly/Disabled, Youth
Season All Year
Topic Education
Region Boston, Metro Boston
Program Contact
Osayi Erhabor, Steadfast Solutions
Phone 6172514691
Email osayi@steadfastsolutionz.com