

# 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**

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