

# Microsoft Office Workshops

These free workshops will review all the necessary skills across Word, Excel and PowerPoint platforms. Workshops go to levels 1 (basic) and 2 / 3 (advanced) for Microsoft Word and Microsoft Excel. All workshops are held via Zoom and require registration.

## January 2021

1/4- Word 1 | 10:00 – 12:00 PM

1/5- Word 2 | 1:00 - 3:00 PM

1/11 Excel 1 | 10:00 - 12:00 PM

1/12 - Excel 2 | 1:00– 3:00 PM

1/11- PowerPoint | 1:30– 3:30 PM

1/12– Excel 3 | 1:00- 3:00PM

To register please go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) and use the events tab or call us at

Remote: 347-308-5002

Phone: 215-781-1073

TTY: 215-781- 9553

Open Monday - Friday 8:00 AM - 4:30 PM

