

# Microsoft Office Workshops

## Word, Excel, PowerPoint

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, Power Point, and Excel. All workshops are held via ZOOM.

### July 2021

7/6- Word I 10:00 – 12:00PM

7/8- Word II 10:00 - 12:00PM

7/12-Excel I 10:00 - 12:00PM

7/13-Excel II 10:00-12:00

7/20-Excel III 10:00-12:00

7/26-PowerPoint 10:00-12:00

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

Phone: 215-781-1073

TTY: 215-781- 9553

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

