



Microsoft Office Training and Certification Workshop Series

Participants:

This course is designed for people who have the desire to learn Microsoft 2007. Participants will be eligible to take the Microsoft Office Specialist Certification test.

Prerequisite:

Attendees should be familiar with how to use a Windows based computer and should be able to type a minimum of 30 WPM. Also, all attendees must have a basic knowledge of Microsoft Office Programs.

Fee:

There is a registration fee per workshop which includes flash drives, course books, test fees and materials. Please call for more information on the fee for each workshop.

One Life at a Time, a non-profit organization, is proud to announce the new Microsoft Office Training and Certification Workshop Series. Microsoft Office Specialist certifications are globally recognized credentials letting the world know you have an expertise in the Microsoft Office programs, such as; Word, Excel, Outlook, PowerPoint, and Access. Get your Microsoft Office Specialist certifications and set yourself apart from today's competitive job market, increase your creditability with your bosses, co-workers, and customers!

You can sign up for the following workshops;



Word – 4 Week Workshop



Excel – 4 Week Workshop



PowerPoint – 2 Week Workshop



Outlook – 3 Week Workshop



Access – 5 Week Workshop

**RESERVE your spot
today!**

**Classes will be starting
soon!**

**Call 781-681-7003
to find out more
information on
start dates.**



Main Office

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Braintree Office

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You will receive...

- Training books, a flash drive with all the needed data files
- The opportunity to have one on one sessions with the experienced instructor
- The ability to practice taking the tests before the real thing
- Plus, at the end of the course you will take the certification test!

**To register, or for more information, please contact
Angela Rowe at 781-681-7003 or email arowe@1lfeatatime.org.**