

Office Star

Adobe Acrobat

Adobe Acrobat Pro DC - Advanced / 395 USD / Days: 1

In this course, students will use Adobe Acrobat Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

12/14 · 12/14/20 **OLL** 8:00 AM - 4:00 PM WRG

Adobe Acrobat Pro DC - Introduction / 395 USD / Days: 1

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

09/04 · 09/04/20 **OLL** 8:00 AM - 4:00 PM WRG

12/04 · 12/04/20 **OLL** 8:00 AM - 4:00 PM WRG

Microsoft Access

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

10/14 · 10/15/20 **OLL** 8:00 AM - 4:00 PM WRG

11/09 · 11/10/20 **OLL** 8:00 AM - 4:00 PM WRG

12/07 · 12/08/20 **OLL** 8:00 AM - 4:00 PM WRG

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

09/14 · 09/15/20 **OLL** 8:00 AM - 4:00 PM WRG

12/02 · 12/03/20 **OLL** 8:00 AM - 4:00 PM WRG

Microsoft Excel

Excel 2016 - Part 1 / 295 USD / Days: 1

<p>Are you looking to become a proficient Excel user? Professional Excel training from New Horizons can get you on the path to mastering this popular data spreadsheet software.</p>

<p>Through completing the introductory Excel 2016 training course, you'll develop foundational data manipulation knowledge and skills that you can build upon through additional training and use. With the Excel 2016 - Part 1 course under your belt, you'll feel confident using one of the world's most powerful applications.</p>

09/03 · 09/03/20 **OLL** 8:00 AM - 4:00 PM WRG

Excel 2016 - Part 1 / 295 USD / Days: 1

<p>Are you looking to become a proficient Excel user? Professional Excel training from New Horizons can get you on the path to mastering this popular data spreadsheet software.</p>

<p>Through completing the introductory Excel 2016 training course, you'll develop foundational data manipulation knowledge and skills that you can build upon through additional training and use. With the Excel 2016 - Part 1 course under your belt, you'll feel confident using one of the world's most powerful applications.</p>

09/11 · 09/11/20 **OLL** 8:00 AM - 4:00 PM WRG

09/17 · 09/17/20 **OLL** 8:00 AM - 4:00 PM WRG

10/01 · 10/01/20 **OLL** 8:00 AM - 4:00 PM WRG

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10/13 · 10/13/20 **OLL** 8:00 AM - 4:00 PM WRG

10/19 · 10/19/20 **OLL** 8:00 AM - 4:00 PM WRG

10/27 · 10/27/20 **OLL** 8:00 AM - 4:00 PM WRG

11/04 · 11/04/20 **OLL** 8:00 AM - 4:00 PM WRG

11/13 · 11/13/20 **OLL** 8:00 AM - 4:00 PM WRG

11/20 · 11/20/20 **OLL** 8:00 AM - 4:00 PM WRG

11/30 · 11/30/20 **OLL** 8:00 AM - 4:00 PM WRG

12/08 · 12/08/20 **OLL** 8:00 AM - 4:00 PM WRG

12/16 · 12/16/20 **OLL** 8:00 AM - 4:00 PM WRG

12/29 · 12/29/20 **OLL** 8:00 AM - 4:00 PM WRG

Excel 2016 - Part 2 / 295 USD / Days: 1

<p>You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform. </p>

<p>Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.</p>

09/09 · 09/09/20 **OLL** 8:00 AM - 4:00 PM WRG

09/22 · 09/22/20 **OLL** 8:00 AM - 4:00 PM WRG

10/05 · 10/05/20 **OLL** 8:00 AM - 4:00 PM WRG

10/21 · 10/21/20 **OLL** 8:00 AM - 4:00 PM WRG

11/12 · 11/12/20 **OLL** 8:00 AM - 4:00 PM WRG

11/25 · 11/25/20 **OLL** 8:00 AM - 4:00 PM WRG

12/09 · 12/09/20 **OLL** 8:00 AM - 4:00 PM WRG

12/22 · 12/22/20 **OLL** 8:00 AM - 4:00 PM WRG

Excel 2016 - Part 3 / 295 USD / Days: 1

<p>Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons.</p>

<p>This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam.</p>

09/04 · 09/04/20 **OLL** 8:00 AM - 4:00 PM WRG

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10/22 · 10/22/20 **OLL** 8:00 AM - 4:00 PM WRG

11/23 · 11/23/20 **OLL** 8:00 AM - 4:00 PM WRG

12/11 · 12/11/20 **OLL** 8:00 AM - 4:00 PM WRG

12/30 · 12/30/20 **OLL** 8:00 AM - 4:00 PM WRG

Excel 2019 - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

09/18 · 09/18/20 **OLL** 8:00 AM - 4:00 PM WRG

10/12 · 10/12/20 **OLL** 8:00 AM - 4:00 PM WRG

11/02 · 11/02/20 **OLL** 8:00 AM - 4:00 PM WRG

11/25 · 11/25/20 **OLL** 8:00 AM - 4:00 PM WRG

12/17 · 12/17/20 **OLL** 8:00 AM - 4:00 PM WRG

12/31 · 12/31/20 **OLL** 8:00 AM - 4:00 PM WRG

Excel 2019 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

09/24 · 09/24/20 **OLL** 8:00 AM - 4:00 PM WRG

10/20 · 10/20/20 **OLL** 8:00 AM - 4:00 PM WRG

11/11 · 11/11/20 **OLL** 8:00 AM - 4:00 PM WRG

12/01 · 12/01/20 **OLL** 8:00 AM - 4:00 PM WRG

12/23 · 12/23/20 **OLL** 8:00 AM - 4:00 PM WRG

Office Star

Excel 2019 - Part 3 / 295 USD / Days: 1

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

09/08	09/08/20	OLL	8:00 AM - 4:00 PM	WRG
09/29	09/29/20	OLL	8:00 AM - 4:00 PM	WRG
10/23	10/23/20	OLL	8:00 AM - 4:00 PM	WRG
11/20	11/20/20	OLL	8:00 AM - 4:00 PM	WRG
12/15	12/15/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Excel for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201.

09/15	09/15/20	OLL	8:00 AM - 4:00 PM	WRG
10/15	10/15/20	OLL	8:00 AM - 4:00 PM	WRG
10/29	10/29/20	OLL	8:00 AM - 4:00 PM	WRG
11/13	11/13/20	OLL	8:00 AM - 4:00 PM	WRG
12/02	12/02/20	OLL	8:00 AM - 4:00 PM	WRG
12/15	12/15/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Excel for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

09/21	09/21/20	OLL	8:00 AM - 4:00 PM	WRG
10/16	10/16/20	OLL	8:00 AM - 4:00 PM	WRG
10/28	10/28/20	OLL	8:00 AM - 4:00 PM	WRG
11/10	11/10/20	OLL	8:00 AM - 4:00 PM	WRG
11/23	11/23/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Excel for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

12/04	12/04/20	OLL	8:00 AM - 4:00 PM	WRG
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Microsoft Excel for Office 365 (Desktop or Online) - Part 3 / 295 USD / Days: 1

In this course, you will build upon the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

10/19	10/19/20	OLL	8:00 AM - 4:00 PM	WRG
12/08	12/08/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Office

Microsoft Teams / 295 USD / Days: 1

Microsoft Teams includes meetings, group conversations, video chat, file-sharing, co-authoring, SharePoint connection, and it can also be used to link to many other Office 365 apps.

09/04	09/04/20	OLL	8:00 AM - 11:30 AM	WRG
09/04	09/04/20	OLL	12:30 PM - 4:00 PM	WRG
10/01	10/01/20	OLL	8:00 AM - 11:30 AM	WRG
10/01	10/01/20	OLL	12:30 PM - 4:00 PM	WRG
10/28	10/28/20	OLL	12:30 PM - 4:00 PM	WRG
11/23	11/23/20	OLL	8:00 AM - 11:30 AM	WRG
11/23	11/23/20	OLL	12:30 PM - 4:00 PM	WRG
12/22	12/22/20	OLL	8:00 AM - 11:30 AM	WRG
12/22	12/22/20	OLL	12:30 PM - 4:00 PM	WRG

Microsoft OneNote

OneNote 2016 / 295 USD / Days: 1

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and also share it.

12/10	12/10/20	OLL	8:00 AM - 4:00 PM	WRG
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Microsoft Outlook

Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

10/02	10/02/20	OLL	8:00 AM - 4:00 PM	WRG
10/27	10/27/20	OLL	8:00 AM - 4:00 PM	WRG
11/19	11/19/20	OLL	8:00 AM - 4:00 PM	WRG
12/14	12/14/20	OLL	8:00 AM - 4:00 PM	WRG

Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

11/02	11/02/20	OLL	8:00 AM - 4:00 PM	WRG
12/08	12/08/20	OLL	8:00 AM - 4:00 PM	WRG
01/15	01/15/21	OLL	8:00 AM - 4:00 PM	WRG

Outlook 2019 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

This course is the first in a series of two Microsoft® Office Outlook® 2019 courses. It will provide you with the basic skills you need to start using Outlook 2019 to manage your email communications, contact information, calendar events, tasks, and notes.

09/01	09/01/20	OLL	8:00 AM - 4:00 PM	WRG
11/12	11/12/20	OLL	8:00 AM - 4:00 PM	WRG

Office Star

Outlook 2019 - Part 2 / 295 USD / Days: 1

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2019: Part 1 course and will help you customize a communication system well-suited to your work style.

09/15	09/15/20	OLL	8:00 AM - 4:00 PM	WRG
11/16	11/16/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft PowerPoint

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

09/08	09/08/20	OLL	8:00 AM - 4:00 PM	WRG
09/24	09/24/20	OLL	8:00 AM - 4:00 PM	WRG
10/12	10/12/20	OLL	8:00 AM - 4:00 PM	WRG
10/29	10/29/20	OLL	8:00 AM - 4:00 PM	WRG
11/13	11/13/20	OLL	8:00 AM - 4:00 PM	WRG
12/01	12/01/20	OLL	8:00 AM - 4:00 PM	WRG
12/14	12/14/20	OLL	8:00 AM - 4:00 PM	WRG
12/31	12/31/20	OLL	8:00 AM - 4:00 PM	WRG

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

10/14	10/14/20	OLL	8:00 AM - 4:00 PM	WRG
11/03	11/03/20	OLL	8:00 AM - 4:00 PM	WRG
11/23	11/23/20	OLL	8:00 AM - 4:00 PM	WRG
12/18	12/18/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Project

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

09/16	09/16/20	OLL	8:00 AM - 4:00 PM	WRG
10/07	10/07/20	OLL	8:00 AM - 4:00 PM	WRG

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

10/26	10/26/20	OLL	8:00 AM - 4:00 PM	WRG
11/17	11/17/20	OLL	8:00 AM - 4:00 PM	WRG

Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

10/19	10/19/20	OLL	8:00 AM - 4:00 PM	WRG
11/10	11/10/20	OLL	8:00 AM - 4:00 PM	WRG
12/03	12/03/20	OLL	8:00 AM - 4:00 PM	WRG
12/28	12/28/20	OLL	8:00 AM - 4:00 PM	WRG

Project 2019 - Part 1 / 395 USD / Days: 1

This course will familiarize you with the basic features and functions of Microsoft Project so that you can use it effectively and efficiently in a real-world environment. You will develop the critical knowledge and skills you need to create a project plan with Project during the planning phase. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan and share it with your supervisor (and others) for review and approval. Note : This course is for anyone who has Project on the desktop, regardless of whether they purchased an “on-premise” edition or subscribed to a “cloud-based” (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix.

10/08	10/08/20	OLL	8:00 AM - 4:00 PM	WRG
12/07	12/07/20	OLL	8:00 AM - 4:00 PM	WRG

Project 2019 - Part 2 / 395 USD / Days: 1

This course empowers you with the advanced knowledge and skills you need to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

10/22	10/22/20	OLL	8:00 AM - 4:00 PM	WRG
12/18	12/18/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Publisher

Publisher 2016/2019 / 395 USD / Days: 1

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of building blocks that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

09/18	09/18/20	OLL	8:00 AM - 4:00 PM	WRG
12/30	12/30/20	OLL	8:00 AM - 4:00 PM	WRG

Microsoft Visio

Visio 2016: Part 1 / 395 USD / Days: 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

09/14	09/14/20	OLL	8:00 AM - 4:00 PM	WRG
10/20	10/20/20	OLL	8:00 AM - 4:00 PM	WRG
11/16	11/16/20	OLL	8:00 AM - 4:00 PM	WRG
12/11	12/11/20	OLL	8:00 AM - 4:00 PM	WRG

Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

11/25	11/25/20	OLL	8:00 AM - 4:00 PM	WRG
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Microsoft Windows

Using Microsoft Windows 10 / 295 USD / Days: 1

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

09/03	09/03/20	OLL	8:00 AM - 4:00 PM	WRG
10/13	10/13/20	OLL	8:00 AM - 4:00 PM	WRG
11/20	11/20/20	OLL	8:00 AM - 4:00 PM	WRG
12/30	12/30/20	OLL	8:00 AM - 4:00 PM	WRG

Office Star

Microsoft Word

Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

09/28	·	09/28/20	OLL	8:00 AM - 4:00 PM	WRG
10/20	·	10/20/20	OLL	8:00 AM - 4:00 PM	WRG
11/11	·	11/11/20	OLL	8:00 AM - 4:00 PM	WRG
11/30	·	11/30/20	OLL	8:00 AM - 4:00 PM	WRG
12/18	·	12/18/20	OLL	8:00 AM - 4:00 PM	WRG

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

09/16	·	09/16/20	OLL	8:00 AM - 4:00 PM	WRG
10/05	·	10/05/20	OLL	8:00 AM - 4:00 PM	WRG
10/26	·	10/26/20	OLL	8:00 AM - 4:00 PM	WRG
11/18	·	11/18/20	OLL	8:00 AM - 4:00 PM	WRG
12/03	·	12/03/20	OLL	8:00 AM - 4:00 PM	WRG
12/21	·	12/21/20	OLL	8:00 AM - 4:00 PM	WRG

Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

09/04	·	09/04/20	OLL	8:00 AM - 4:00 PM	WRG
10/30	·	10/30/20	OLL	8:00 AM - 4:00 PM	WRG
11/24	·	11/24/20	OLL	8:00 AM - 4:00 PM	WRG
12/29	·	12/29/20	OLL	8:00 AM - 4:00 PM	WRG

Word 2019 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

09/14	·	09/14/20	OLL	8:00 AM - 4:00 PM	WRG
10/21	·	10/21/20	OLL	8:00 AM - 4:00 PM	WRG
12/01	·	12/01/20	OLL	8:00 AM - 4:00 PM	WRG

Word 2019 - Part 2 / 295 USD / Days: 1

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization.

10/07	·	10/07/20	OLL	8:00 AM - 4:00 PM	WRG
11/16	·	11/16/20	OLL	8:00 AM - 4:00 PM	WRG
12/23	·	12/23/20	OLL	8:00 AM - 4:00 PM	WRG

Word 2019 - Part 3 / 295 USD / Days: 1

Microsoft® Word enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

09/11	·	09/11/20	OLL	8:00 AM - 4:00 PM	WRG
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