



Microsoft Office®

**Learn
to Work
Smarter
& Faster!**

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Basic Excel 2016

2/20	8:00 a.m. – 4:00 p.m.	\$160
3/29 & 4/5	8:00 a.m. – 12:00 p.m.	\$160

Microsoft Word

3/1 & 3/15	8:00 a.m. – 12:00 p.m.	\$160
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Intermediate Excel 2016

3/6	8:00 a.m. – 4:00 p.m.	\$160
4/17	8:00 a.m. – 4:00 p.m.	\$160

Advanced Excel

3/20	8:00 a.m. – 4:00 p.m.	\$160
5/15	8:00 a.m. – 4:00 p.m.	\$160

Microsoft Project

4/12 & 4/26	8:00 a.m. – 12:00 p.m.	\$160
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PowerPoint Made Easy

5/3	8:00 a.m. – 12:00 p.m.	\$80
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