

INTERMEDIATE MICROSOFT OFFICE CLASSES



Classes are Free!! *

Registration opens soon. Call 716-888-7088 Ext. 111

Gain Microsoft Office proficiency skills and advance computer knowledge

Course Covers:

- **Microsoft Word, Excel, PowerPoint, and Access**
- **Keyboarding, CustomGuide, and File Management**
- **Enhanced computer skills for improved workplace productivity**
- **Opportunity to advance to Microsoft Office Specialists (MOS) Certification**

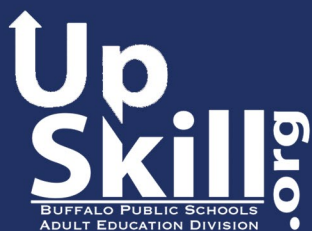
PREREQUISITE: Participants must have basic computer skills and Microsoft experience to be enrolled in this program.

Morning and Afternoon Classes Available - Monday through Friday

LOCATION: Adult Learning Center - 389 Virginia Street (corner of Elmwood), Buffalo, NY 14201

**For class schedule and registration call 716-888-7088 ext.111
or visit www.UpSkill.org**

***Classes are tuition-free for students that attend an orientation and assessment session**



**Adult Education Division Main Office
389 Virginia Street • Buffalo, New York 14201
www.UpSkill.org • (716) 888-7088 ext.100**

