

# Microsoft® Office Specialist Training

## Classes Available Now!



### What is Microsoft Office Specialist Training Program?

The program covers the basic skills required to use Microsoft Word, Excel, PowerPoint, Outlook and Access. Additionally, it will also prepare you for the Microsoft Office Specialist certification exams.

### Why become Microsoft Office Specialist Certified?

Microsoft Office Specialist certification credential tells the world you have demonstrated proficiency in the newest standard of one of the world's foremost desktop computing applications. Microsoft certifications demonstrate your computing skills and help advance your career prospects in a competitive job market.

### When and where are the classes?

Classes are ongoing and available through the **WORKFORCE plus** Leon Training Academy located at 2525 South Monroe Street. Spanish classes are available quarterly in our Gadsden Training Academy, 1140 West Clark Street.

### How do I apply and am I eligible?

To be eligible to participate, you must meet income eligibility requirements and one of the following criteria listed below:

- Unemployed and/or laid off
- Underemployed
- Receiving public assistance

If you meet one of the above criteria, we encourage you to visit your local **WORKFORCE plus** office and apply today!

### Enhance your skills on the most popular Microsoft Office products.

#### Word 2007

Comprehensive tools and a new user interface simplify creating and formatting documents.

#### Excel® 2007

Powerful new features let individuals analyze, share, and manage data with ease.

#### PowerPoint® 2007

Professional-looking presentations can be made with just a few clicks.

#### Access™ 2007

New tools boost productivity by allowing employees to track, report, and share information in a manageable environment.

#### Outlook® 2007

A redesigned interface makes it easier to track information and connect with people.



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