



# Introduction to Microsoft Office

March 22

9:00 a.m.-12:00 p.m.

This workshop is for everyone who needs a general update and overview of using Microsoft Office with a focus on Word and Excel, two of the most commonly used computer programs. Computer skills are required in just about every aspect of business today. Almost every job that you would hope to obtain with a business or organization is going to require some type of computer skills; (email, document creation, data entry, digital marketing, digital reports etc.) These workshops will cover fundamental and common tasks found in applications within the MS Office Suite and used in business as well as with home users. The workshop familiarizes you with creating word processing documents such as resumes and letters, as well as managing data in digital spreadsheets.

## Topics that will be covered:

- Introduction to MS Office Applications
- Creating & Modifying Documents Using Word
- Shortcuts and Helpful Hints Using Word
- Working with Spreadsheets Using Excel
- Microsoft Excel Formula Options
- Shortcuts and Helpful Hints Using Excel
- Creating Presentations using PowerPoint
- Outlook/Email Overview



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To register call (803) 751-4862  
Open to Military Personnel, Family Members and DOD Civilians.

Free Child Care is available for military spouses who attend this workshop. All child care needs must be coordinated and approved with the ACS Employment Readiness Office (751-4862) prior to attending the workshop in order to receive the free child care. The parent must register his/her child in advance with the Fort Jackson Child and Youth Services hourly care program.

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