



WORKFORCE DEVELOPMENT

# Intro to Microsoft Office Specialist (Office 365 & 2016)

## Free Virtual Microsoft Office Specialist Class Earn Northstar Certificates and Hands-on Project Experience

**Tuesdays & Thursdays**  
**10:00 am - 12:30 pm**  
**Virtual**

**August 3 to**  
**September 23, 2021**  
**(Eight Weeks)**

### Course includes:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Northstar Certificates
- Hands on Projects

### Requirements:

- Intermediate or Advanced English Levels
- NorthStar Certificates in Microsoft Applications, Basic Computers & Internet (Optional, Not Mandatory)



## Enrolling Now!

**Call or email to register  
or get more information!**



**(401) 455-8138**



**cbouret@provlib.org**

**To Register Online: [Click Here!](#)**

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Department of Education/Adult  
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