



Microsoft Office Class Offerings

Excel Level 100

Microsoft Excel, the spreadsheet app, lets you create, view, edit, and share files quickly and easily. Get started by learning to navigate excel, organize data, and use basic formulas.

Outlook Level 100

Outlook lets you bring all your email accounts and calendars in one convenient spot. Get started by learning to navigate Outlook, customize your experience

PowerPoint Level 200

Deeply integrated with Microsoft 365 including utilization of one's digital identity within Microsoft 365. Permissions, presence, and more are tied to this identity.

Excel Level 200

Take a dive into the intermediate features of Excel formatting, functions, and accessibility. Attendees taking this course should have a strong understanding of Excel's basic features, navigation, functions, and custom formulas.

Outlook Level 200

This course illustrates how to use Outlook to keep daily schedules, communicate, collaborate, and stay organized. Attendees will expand their understanding on more advanced features and tools in Outlook.

Word Level 100

The trusted word app lets you create, edit, view, and share files with others quickly and easily. Get started by learning to navigate Word, make impactful documents, and review your content with ease.

OneNote Level 100

Learn about OneNote, a digital note-taking app that provides a single place for keeping all your notes, research, plans, and information. Notes are easy to organize, print, and share, and you can search and find important information quickly.

PowerPoint Level 100

PowerPoint allows you to create, view, present, or share presentations quickly and easily. Get started by learning to navigate PowerPoint, design presentations, and use helpful presentation tools.

Word Level 200

This course will teach how to take word documents to the next level with advanced features. We will cover advanced features such as comparing and merging documents, creating and formatting a table of contents, document translation and more.