



Software Workshops

These Workshops are online, via Zoom

Microsoft Software and Application Suites

Microsoft Office is a suite of multiple business applications. Each program serves a different purpose, is compatible with other applications within the suite, and gives you the ability to create and share documents with an easy-to-use interface and powerful tools.

Skills Acquired

Those who attend all of the workshops will be provided with the essentials skills to help navigate through the Microsoft suite. At the completion of the workshop those who participate in all of the courses will have gained a working knowledge of this product and be supplied with a certificate of completion.

This workshops are broken down in 6 modules:

- *Microsoft Word*
- *Microsoft Excel*
- *Microsoft PowerPoint*
- *Microsoft Publisher*
- *Microsoft Project*
- *Microsoft Access*

All CTCC workshops are free to students due to the donations and grants we have received throughout the year. If you'd like to donate to future workshops, please visit our website <https://communitytechcare.org/>, and make a donation.