



# COMPUTER APPLICATIONS LEARNING OPPORTUNITY

Focusing on Microsoft Office software, these courses guide learners through the tools needed to create products that inform and impress.

## Course List:

- 1: Certificate in Computer Skills for the Office
- 2: Excel Advanced Skills
- 3: Google Drive Basics
- 4: Microsoft Project Basics
- 5: PowerPoint for Business
- 6: QuickBooks® Online Basics
- 7: Microsoft Word Basics

Find a complete list of courses at:

<https://catalog.mindedge.com/courses/categories/69>

## Why Computer Applications Training?

In a world where technology evolves rapidly, it's important to stay ahead of the changes by having a strong working knowledge of the softwares used in the office environment each day. Take the opportunity to sharpen your skills in the Microsoft Office suite and keep up with the growing demand for computer mastery.

In these courses, you can learn the tips and tricks of Microsoft Excel, how to make a visually-appealing PowerPoint presentation, and the essential skills of QuickBooks®.