

GRAMBLING STATE UNIVERSITY®

OFFICE OF CONTINUING EDUCATION & SERVICE-LEARNING

INNOVATIVE

DIGITAL EDUCATION

For teachers, staff, administrators and students

Our courses enable students to feel like they are a part of a school community from any location. Even though the courses are designed to expand and enhance students' knowledge, the courses are NOT applicable to a degree program at Grambling State University.

LEARN TIPS AND TRICKS TO MASTER MS OFFICE

August 17, 2024

9:00 A.M. – 3:00 P.M.

LOCATION: ON GSU CAMPUS

AGES: 16 AND ABOVE

\$100.00



COURSE HIGHLIGHTS:

- Learn innovative approaches to using the MS Suite including Word, PowerPoint, Access and Excel.
- Use VBA to make processes faster and easier.
- Prepare the participants for MS Office Specialist (MOS) Certifications.

LIMITED SEATS AVAILABLE

REGISTER NOW!

For more information:

📞 318-274-2118/318-274-2553 ✉ pereram@gram.edu/johnnyn@gram.edu

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