



EASTCONN EMPLOYER SERVICES MICROSOFT OFFICE TRAINING

Programs Covered: ***Word, Excel, PowerPoint, Outlook***

- Features *Office 2010* and newer
- Customized and flexible training is available to suit your business needs
- Differentiated training for students of all skill levels
- Includes future technology integration

"The Microsoft Office training provided to our staff by EASTCONN was very successful. Our presenter worked with us to individualize the training based on our needs. As a result of participating in these sessions, our Instructional Assistants are able to operate all three programs (*Word, PowerPoint, Excel*) and support our students in using these programs."
Ivy Davis - Preston Public Schools

Contact Sandra Garcia at 860-455-1584 or sgarcia@eastconn.org

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law.