



Microsoft Excel Certification Class- with intro to MSWord

Requirements: Enrollment in Washington Township Adult Ed | High school diploma or working towards HSED | **MUST HAVE** Some keyboarding skills (type with two hands), mouse skills, and basic working knowledge of *Word and/or Excel* --know how to move around a document/spreadsheet and selecting/editing/creating content.

Class Start dates: February 1, 2022 and March 1, 2022

Class Duration – Approximately 6–8 Weeks – depending on skill level

Day & Time: Tuesdays 12:45 – 3:00pm and Fridays 9am–12:30pm

Class Type: In-person

Location: Northview Middle School (Door #4 on the back side of the school)
8401 Westfield Blvd. | Indianapolis, IN 46240

- Earn a Microsoft Excel Certification, with an option to earn a Word cert.
- Great class for everyone at work, school or home use