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# TERO TRIBAL TECHNICAL TRAINING INSTITUTE (3TI)



## Microsoft Office Skills Training 2024 Schedule Julie Howard, Instructor

Learn basic skills in Microsoft Office 365 – **Excel, Word, Access, and PowerPoint**. Classes will take place the second week of each month from Tuesday through Thursday with class #1 from 9A to noon, and class #2 from 1P to 4P as follows:

Month	Days*	9A-noon	1P-4P
January	9-11	Excel	Access
February	13-15	Word	PowerPoint
March	12-14	Access	Excel
April	9-11	PowerPoint	Word
May	14-16	Excel	Access
June	11-13	Word	PowerPoint
July	9-11	Access	Excel
August	13-15	PowerPoint	Word

\*Tuesday, Wednesday & Thursday

Classes will take place at the **TERO Technical Training Institute at 149 Children's Home Loop, Cherokee, NC**. If you have questions, call 828/359-6365 for more information.

Class size will be limited so please sign up using the following link:

<https://forms.office.com/r/EgzLNXXD02>



Individuals without Internet access can call 359-6365.

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