





ETC offers a wide range of training opportunities for individuals and companies. Choices may be made from a beginner, intermediate or advanced level. Don't see the class you need from our list?

*A customized training program can be developed to meet your needs.*

### **Classes offered:**

Microsoft Excel (2010, 2013 & 2016)

Microsoft Word (2010, 2013 & 2016)

Microsoft PowerPoint (2010, 2013 & 2016)

Microsoft Outlook (2010, 2013 & 2016)

Keyboarding A-Z

Introduction to Computers

Computer File Management

Adobe Photoshop CS5



*All Training sessions have a manual and cd for an additional cost*

**\*\*Need WorkKeys® Testing? We have a flexible Schedule and great prices!**

**Have you seen these statements in job postings?**

*\*Must be highly proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and Internet Explorer*

*\*Competent with Microsoft Office Suite tools (Word and Excel) and Photoshop*

**ETC can provide this training!!!**

Contact us to schedule your training today!

Call 1-888-3U-LEARN ext. 245 *or send an email to:*

**Ruth.Fahlsing@etc-1.com**

**1-888-3U-LEARN**

**<http://www.etc-1.com/training-services.php>**