



## In-Person Workshop Info

- ▶ February 11, 2026
- ▶ 10:00am-11:00am
- ▶ MassHire Career Center
- ▶ 2 Florence Street  
4<sup>th</sup> Floor  
Malden, MA 02148

Schedule this event from your  
JobQuest account!

<https://jobquest.mass.gov/>

*Or call 781-605-1501*

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

A proud partner of the  
  
network



## Advanced Computer Skills 2

Apply your computer skills to an office setting!  
Learn how to use two monitors and keyboard shortcuts for efficiency in your work. Get a brief intro to using Microsoft 365 and creating business professional emails with customized signatures.

**Join us for Advanced Computer Skills 2!**

*See All MassHire Metro North Career Center Events Here:*

<https://masshiremncareers.com/>

186 Alewife Brook Parkway, Suite 310 • Cambridge, MA 02138 • 617.661.7867

800 West Cummings Park, Suite 6400 • Woburn, MA 01801 • 781.932.5500

2 Florence Street, 4th Floor • Malden, MA 02148 • 781-605-1501

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