



In-Person Workshop Info

- ▶ January 28, 2025
- ▶ 1:00 – 2:00 pm
- ▶ MassHire Career Center
- ▶ 800 West Cummings Park, Suite 6400

Schedule this event from
your JobQuest account!

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

Or call 781.932.5500

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, TTY#: 800.439.2370
800 West Cummings Park, Suite 6400 • Woburn, MA 01801 • 781.932.5500
2 Florence Street, 4th Floor • Malden, MA 02148 • 781-605-1501
4 Gerrish Ave. • Chelsea, MA 02150 • 617.884.4333 • <https://masshiremncareers.com>

Veterans and their eligible spouses receive priority of service. MassHire Metro North Career Center is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.