

## 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!

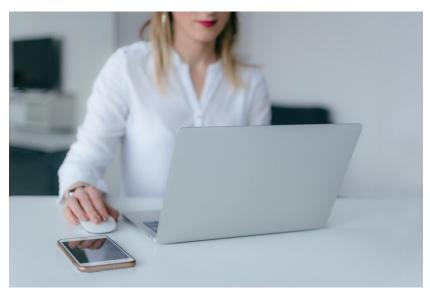
https://jobquest.dcs.eol. mass.gov/jobquest

## 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.

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## **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 • movel (movel) representation 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.