



In-Person Workshop Info

- April 29, 2025
- 1:00 – 2:30 pm
- MassHire Career Center
- 800 West Cummings Park, Suite 6400
Woburn, Ma 01801

Schedule this event from your
JobQuest account!

[https://jobquest.dcs.eol.
mass.gov/jobquest](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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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/>

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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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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.