



In-Person Workshop Info

- ▶ **October 30, 2025**
- ▶ **1:00 – 3:00 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>

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/>

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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.