

Intermediate Office Skills

A Hybrid Instructional Workshop

Designed for learners with foundational computer experience



Scan to Get Started
or visit

<https://tinyurl.com/IM-Office-Skills-Interest>

*must be 18 or older to register

MASTER MICROSOFT OFFICE FOR THE WORKPLACE

- ✓ Microsoft Word and Excel Training
- ✓ Hands-on workplace projects
- ✓ MOS certification preparation
- ✓ Professional document creation
- ✓ Spreadsheet and data skills
- ✓ Job readiness and digital workflow skills

Details

Date: Mondays, beginning July 20, 2026

Duration: 10 weeks

Time: 1:30 - 3:30 pm

Location: Milgard Work Opportunity Center
714 S. 27th St, Tacoma, WA

Cost: **No tuition, no hidden fees**



253-573-6508

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