



MICROSOFT OFFICE BOOT CAMP

Are you a Northern Virginia Community College (NOVA) student who would like to enhance your Microsoft Office skills and computer experience? Learn how to create more effective presentations, organize data, and create more effective documents at STEM Careers' FREE Virtual Microsoft Boot Camp Week, **May 3-7 on Zoom.**



Build a foundation of essential skills in **Microsoft Word** and gain a greater understanding of its interface and design elements. Fundamental tasks include writing, proofing, finalizing, and printing a document.
MONDAY MAY 3 at 10AM.



Plan and design **Microsoft PowerPoint** presentations, with tips and examples for mapping presentations using templates, selecting clear and concise visual elements that deliver streamlined results in a professional environment.
WEDNESDAY MAY 5 at 10AM.



Learn essential skills of **Microsoft Excel.** Create & develop worksheets and workbooks to organize and analyze data, which is critical to your personal and professional impact and the overall effectiveness of your organization.
FRIDAY MAY 7 at 10AM.

Sign up now at career.novastem.us/Register