



# Digital Skills

## ABOUT WORKSHOP

Learn Essential Computer Skills and More!

Join us for an engaging digital literacy program designed to enhance your computer skills. Whether you're a beginner or looking to advance your knowledge, we have classes for everyone. Register today!

- Program Highlights:
  - Level 1: Basic Computer and Microsoft Word
    - Gain fundamental computer skills
    - Learn essential Microsoft Word tools
  - Level 2: Microsoft Excel
    - Explore the power of Microsoft Excel
    - Master spreadsheet creation and data analysis
  - Level 3: Microsoft PowerPoint and Outlook
    - Create dynamic presentations with PowerPoint
    - Streamline your email and organization with Outlook

Program starts  
**September 19, 2023**

**ENROLL TODAY!**



**1171 7th Street, Des Moines IA 50314**