Aarush Aitha

Cordially Invites You

To

Microsoft Office 2016

Effective Features Presentation

at

Las Positas College, Livermore

On July 25, 2019

There will be a presentation in the morning highlighting effective features of each program. The presentation will show you Microsoft Office Word, Excel and PowerPoint features that will save you time. In the afternoon, we will have hands-on labs in our computer lab where you can practice using the features that have been presented in the morning session.

The cost of the full day seminar is $50 or you can sign up for the ½ day morning session for $25.00

For more information or to register for the seminar, please call (925) 555-1212 or send an email to [studentname@email.com](mailto:studentname@email.com)