Advances in digital technology have changed aspects of everyday life.

This digital literacy program enables adults to succeed in a range of technological activities. Learning the Microsoft Word and Excel programs will help customers create professional looking documents, add design layouts, organize data, translate data into meaningful information, and learn how to calculate, analyze, revise, update and present data to drive decision making in the workplace.

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Program Services:

- Introduction to Microsoft Word
- Microsoft Word: Intermediate
- Introduction to Microsoft Excel
- Microsoft Excel: Intermediate

How to Attend:

This program includes two courses and participants must attend the introduction and intermediate level of the chosen course:

**Liberty: Tues, Wed, Thurs, Fri**
- MS Word Introduction: 3/1/22 - 3/2/22
- MS Excel Introduction: 3/8/22 - 3/9/22
- MS Excel Intermediate: 3/10/22 - 3/11/22
1:00 p.m. - 3:30 p.m.

**Hunt Valley: Mon, Tues, Wed, Thurs**
- MS Word Introduction: 3/14/22 - 3/15/22
- MS Word Intermediate: 3/16/22 - 3/17/22
- MS Excel Introduction: 3/21/22 - 3/22/22
- MS Excel Intermediate: 3/23/22 - 3/24/22
5:00 p.m. - 7:30 p.m.

A proud partner of the American Job Center Network:

The Baltimore County Career Centers provide equal opportunity and access to all of its services, resources and programs. Auxiliary aids and services are available to individuals with a disability and/or those needing language interpreter services with advanced request. TTY users call via the Maryland Voice Relay Service at 711.
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**CCBC Dundalk:** Mon, Tues, Wed, Thurs
- MS Word Introduction: 3/14/22 - 3/15/22
- MS Word Intermediate: 3/16/22 - 3/17/22
1:00 p.m. - 3:30 p.m.

- MS Excel Introduction: 3/21/22 - 3/22/22
- MS Excel Intermediate: 3/23/22 - 3/24/22
1:00 p.m. - 3:30 p.m.

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