

Free Online Microsoft Office and Keyboard Training

WHAT: Microsoft Office, free online self-paced training courses

<http://office.microsoft.com/en-us/training/FX100565001033.aspx>

WHY: This class supports the development of being quality focused – Establishing and exceeding high standards of excellence in all elements of one’s work.

WHO: These tutorials are appropriate for employees at varying levels of proficiency. Just pick the skill you need to learn and do it. Need help getting started? Give April Touchton a call or email – 434-6019 or amoore@johnsoncitytn.org

WHEN, WHERE: At your convenience, at your desktop

WHAT: Keyboard/Typing, free online tutorial

Do it yourself, or give me a call if you need assistance getting started. The key to increasing typing speed and accuracy is practice, practice, practice. I can help get you started and keep you on track with a practice schedule and an agreed upon plan to follow through. Need help? Call or email 434-6019 or amoore@johnsoncitytn.org.

<http://www.typingweb.com/>

WHY: This class supports the development of being quality focused – Establishing and exceeding high standards of excellence in all elements of one’s work.

WHO: This class is appropriate for employees at any level of keyboarding proficiency, and will be most useful beginners.

WHEN, WHERE: At your convenience, at your desktop