

# It's Never Too Late...

to learn Microsoft Office!



*Now Enrolling for Spring 2023!*

For more information or to register visit  
[www.tulareadultschool.net](http://www.tulareadultschool.net)



**Earn your Microsoft Office Certifications!**



**Class Starts January 17, 2023**

**Mon/Wed/Fri  
12:30 PM - 2:30 PM**



## **Microsoft Office Word**

- Document Creation & Editing
- Using Mail Merge



## **Microsoft Office Excel**

- Entering & Editing Data
- Calculations & Formulas



## **Contact Us**

(559) 686-0225 | 575 W Maple Ave Tulare, CA | [www.tulareadultschool.net](http://www.tulareadultschool.net)



**Tulare Joint Union  
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