

Microsoft Office Education

Maximize Your Efficiency with Microsoft Word, Excel and PowerPoint

All-New Microsoft Office Online Training Series

You may already know the basics of Microsoft Office, but considering yourself an expert at Microsoft Word, Excel, and PowerPoint, could be another story. With BridgeFront's all-new online learning series, Microsoft Office Education, you can choose to increase your knowledge of any or all parts of Microsoft Office at your own pace.

We price our education affordably, and allow you to choose what best fits your need. Purchase by skill level (Beginner, Intermediate, Expert) or simply the complete Microsoft Office package. Our training is delivered via eLearning on an annual subscription basis. Inquire for further details.

Take our courses from any place at any time, and at your own pace. They remain available for a full year from the time of purchase.

Topics Covered:

Microsoft Word (Beginner, Intermediate, Expert)

- Formatting
- Page Setup
- Proofing
- Graphics
- Forms and More!

Microsoft Excel (Beginner, Intermediate, Expert)

- Essentials
- Formulas
- Tables
- Creating Reports and More!

Microsoft PowerPoint (Beginner, Intermediate)

- Essentials
- Transitions
- Templates
- Interactive Presentations and More!

How to use this training:

Whether onboarding new staff or brushing up veteran employees, the Microsoft Office Education program is effective across the board because it covers everything from beginner basics to advanced techniques. All courses include easy-to-follow video instruction from nationally-acclaimed Learn iT! Anytime, based out of San Francisco, Calif.

Who are they for?

All roles in business and healthcare. Anyone who utilizes a computer and the Microsoft Office applications on a regular basis.

Features & Benefits:

Comprehensive—Streaming audio and video features to follow along with.

Easy to Understand—Key concepts presented from a student's perspective, showing each application in real time to boost comprehension.

Virtual Bookmark & Notes—Students can take notes online and bookmark their place in the course to continue later.

Reporting & Tracking—If assigning the Microsoft Office Education courses to staff, track their progress using the printable and customizable reporting tools. Get detailed information reports to present to management.

Proficiency—A complete online library of courses is available to students with suggested curriculums for job titles and roles in the workplace.

Available, Online 24/7—Courses are available via any internet-connected computer any time of day or night. No limitations.

About BridgeFront:

Effective, customizable and budget-friendly; BridgeFront helps healthcare, government and businesses provide the highest quality of staff education. For more than ten years, BridgeFront has provided engaging online education.