



The Next Step, Inc.

MICROSOFT OFFICE BASICS PROGRAM

**FREE 10-Day Online
Training For Active Duty,
Veterans, and Their
Families**



MS Word and Excel

Learn by creating job search tools: resumé and job tracking spreadsheet



Strengthen Soft Skills

Learn to apply self-awareness, self-regulation, and empathy in the workplace



Live Support

Get feedback from instructors and support from coaches



Grow with Google

Qualify to receive a Google Career Certificate Scholarship

ELIGIBILITY

- Active duty, Reserves, National Guard, Veterans, Dependents, and Surviving Spouses
- Current residential address in Bexar, Brazos, Fort Bend, Harris, Liberty, Montgomery, Polk, San Jacinto, Tarrant, Trinity, Waller, and Walker County
- 18+ years with basic computer skills

SIGN UP

Visit thenextsteptx.org/veterans



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