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

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