

# Update your Skills! & Bring Your Questions!

Learn how to complete:

- Advertisements
- Books
- Brochures
- Budgets
- Business Cards
- Calendars
- Cookbooks
- Flyers
- Invoices
- Newsletters
- Presentations
- Reports
- Resumes
- and much, much more!

*It's Never Too Late!*



*never stop learning*

Tulare Adult School  
575 W. Maple Ave.  
Tulare, CA 93274



Member of  
**SEQUOIAS**  
ADULT EDUCATION CONSORTIUM



## Microsoft Office 2019 & 365

## Applied Digital Skills

575 West Maple Avenue  
Tulare, CA 93274  
559-686-0225  
tas.tjuhsd.org

# Microsoft Office 2019 & 365

- ◇ **Word** - Word Processor  
Resumes, Reports, Brochures, +
- ◇ **Excel** - Spreadsheet  
Data, Formulas, Images, +
- ◇ **PowerPoint** - Presentation  
Deliver, Graphics, Sound, +
- ◇ **Access** - Database  
Tables, Forms, Querying, +
- ◇ **Integration** - Connecting,  
Transferring Data

Cost \$175  
(includes Book)



Days	Times
Mon thru Thu	8:00—10:00
Fri	9:00—10:00
or	
Tue & Thu	6:00—8:00 pm

# Applied Digital Skills

## Learn Google Tools!

- ◇ G-Suite
  - ◇ Docs
  - ◇ Sheets
  - ◇ Slides
  - ◇ Drive
  - ◇ Gmail
- ◇ Online Safety
- ◇ Resumes
- ◇ Job Search
- ◇ Basics
- ◇ And More!

Cost \$25



Days	Times
Mon, Wed, Fri	10:15—12:10



# Enroll Now!

Contact us now at  
559-686-0225.

Let us help you achieve  
your goals!

Visit us at:  
[tas.tjuhsd.org](http://tas.tjuhsd.org)

Enroll Now!  
- 18 week classes -  
Lectures in most sessions.  
Skills Exercises in most sections.  
Practice Worksheets.

**Instructor:**  
**Frank Kline**  
559-656-5408  
[Frank.Kline@Tulare.K12.ca.us](mailto:Frank.Kline@Tulare.K12.ca.us)

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