

# Microsoft Office Training Essentials

**Microsoft  
Office  
Courses:**

**Word  
PowerPoint  
Excel  
Outlook**

**Enter your completion  
certificate here for a free  
GC Career Center t-shirt!**



## LinkedIn Learning



Whether you're searching for a new job, pursuing professional development, or want to become proficient in Microsoft Office for your courses, Microsoft Essential Training is a lucrative asset for your career.

Today's employers pursue candidates who have invested in and have completed training in Microsoft Office 365.

This training shows that you have taken time and effort to become proficient in Microsoft Office.

Demonstrate that you have the advanced skills needed to get hired in today's job market! Complete the training and add it to your resume!

The courses are offered through LinkedIn Learning and will provide you with a certificate once the course is successfully completed.

Click on the links below to get started:

[Word Essential Training](#)

[PowerPoint Essential Training](#)

[Excel Essential Training](#)

[Outlook Essential Training](#)

