

# EXPAND YOUR SKILLSET

COMBINE YOUR KNOWLEDGE *with* REAL WORLD APPLICATIONS

## Certificate Programs for Professionals and Non-Professionals

**P**innacle Center for Professional Development is committed to ensuring that each student is successful in achieving their learning outcomes; be it personal or professional. Our classes are small, thereby allowing each student to receive individualized attention. We also offer other services that may meet your needs. Give us a call or send us an email. We would be more than happy to assist you in any way we can.

	WORD	EXCEL	POWERPOINT	OUTLOOK	ACCESS
Microsoft Office 2013	Create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.	Create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.	Create engaging, dynamic multimedia presentations.	Manage email communications, calendar events, contact information, tasks, and notes.	Manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.
	Cost: \$275	Cost: \$275	Cost: \$275	Cost: \$275	Cost: \$300

**ENROLL NOW!**

Ask about our Discounts



**PINNACLE**

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