



LESSONS USING MICROSOFT OFFICE

at the
BRONXVILLE PUBLIC LIBRARY

Learn how to

- ◆ Format a resume, cover letter, business letter, etc. in **WORD**
- ◆ **EXCEL**
- ◆ **POWERPOINT**

These classes will be offered on

Tuesdays & Thursdays

at

9:45 am and 10:45 am

These lessons are free, open to all, and are taught one-on-one.

Call the Reference desk at 337-7680 ext. 24

to schedule an appointment.