

NEWS

VOLUNTEER CENTER OF BERGEN COUNTY, INC.

64 Passaic Street Hackensack, NJ 07601 Phone: 201-489-9454 Fax: 201-489-1995
www.bergenvolunteers.org

For immediate release
October 14, 2008
End: November 7, 2008

Contact: Tess Tomasi Ext.114
Maureen McCormick Ext. 126
201-489-9454

Volunteer Center to Offer Workshop on MS-Office

North Jersey--The Non-Profit Training Center of the Volunteer Center of Bergen County will present a technical workshop, geared for beginner users of Microsoft Office applications.

An Overview of MS-Office will be held on Wednesday, November 12 from 1:00 pm to 4:00 pm at the Volunteer Center's offices at 64 Passaic Street in Hackensack. The fee is \$35, which includes refreshments and all class materials. The class size is limited to 10 participants. Pre-registration and pre-payment is required. Contact Tess Tomasi by phone: (201) 489-9454, ext. 114 or e-mail: training@bergenvolunteers.org. by November 7th.

This half-day workshop is designed for beginners who want to learn the basics or get more comfortable using Microsoft's three popular applications: Word, Excel and Power Point. Those who already have some knowledge of these programs will learn shortcuts and tips to make them even more productive.

The course will be taught by Allen Broadman, a senior software architect and developer with 12 years experience in system design, programming and project planning.

The mission of the Volunteer Center is to strengthen the community by connecting people with opportunities to serve, operating model volunteer programs, building capacity for effective volunteering, and participating in strategic partnerships that meet community needs.

###