

FREE Computer Course

Join our...

Free

Basic Excel & Word Course

***For All Former Aloha Airlines
Employees**

- Learn to Edit Documents using Word
- Move & Copy Text
- Format Characters & Paragraphs
- Create and Manage Tables
- Proof and Print Documents
- Learn Spreadsheet Terminology for MS Excel
- Create, Edit and Update Workbooks
- Move & Copy Formulas
- Format Text, Rows and Columns
- Save Documents and Prepare to Print

Course Offered

Monday - Thursday, 2 Hours Per Day

Call to reserve your seat Today!...

(808)486-7330



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www.acthawaii.com

Advanced courses and other services are also available, call for pricing and details.