

Train to improve your skills  
and become a certified  
**Microsoft**  
Office Specialist



- »» Study resources available for all skill levels
- »» Gain valuable Microsoft Office computing skills
- »» Achieve industry-recognized certification
- »» Assure employers of your qualifications
- »» Boost your workforce resume
- »» Differentiate yourself from other applicants
- »» Advance your career

2021 N. Amidon, Ste. 1100  
Wichita, KS 67203  
316-771-6800

**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**

<http://workforce-ks.com/job-seekers/imagine-academy/>

Ask a staff member about

## **Imagine Academy**

- ♦ Demonstrate your Microsoft Office skills
- ♦ Customize your certifications by choosing only the programs you need
- ♦ Certifications can earn an entry-level business employee as much as \$16,000 more in annual salary than uncertified peers\*

Set yourself apart with advanced skills in:



### Word

Transform ideas into professional documents



### Excel

Achieve valuable insights with powerful analysis tools



### PowerPoint

Turn your ideas into impactful information with ease

(Certification and training is also available for other Microsoft Office Suite products)

\* Anderson, Cushing, and John F. Gantz. *Skills Requirements for Tomorrow's Best Jobs: Helping Educators Provide Students with Skills and Tools They Need*. IDC/Microsoft. October 2013. [http://www.microsoft.com/en-us/news/download/presskits/education/docs/IDC\\_101513.pdf](http://www.microsoft.com/en-us/news/download/presskits/education/docs/IDC_101513.pdf)

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