

GWg MSOffice Training Membership

Well-trained employees are vital to any organization's success. Our Microsoft Office Application classes are designed to give your team the practical skills they need to be more efficient in their roles. All of our classes include instructor demonstrations, individualized coaching and hands-on practice.

Individual

- 1 person per class
- Digital Reference Cards

**\$95/class or
four for \$235**

Basic

- 1-2 people/class
- 10 training units*/year
- Video Recordings
- "Ask Maria" Q&A Sessions
- Digital Reference Cards
- Online Video Tutorial Library

\$550/year

Advantage

- 1-4 people/class
- 20 training units*/year
- Video Recordings
- "Ask Maria" Q&A Sessions
- Digital Reference Cards
- Online Video Tutorial Library

\$1,000/year

Unlimited

- 1-4 people/class
- Unlimited training units*/year
- Video Recordings
- "Ask Maria" Q&A Sessions
- Digital Reference Cards
- Online Video Tutorial Library

\$1,500/year

*1 training unit is equal to one person attending one class



In-person Classes: We offer in-person classes at our conveniently located Central Ohio office. This is a great option for anyone who prefers in-person interaction and has a laptop they can bring with them to class.



Online Classes: Our convenient online training allows participants to stream classes from their home, office or a café. Students can share their screen with instructors for additional help and all online trainings are recorded for participants to view later at their convenience.

Enroll today!

Contact us to schedule a chat:
info@groundworkgroup.org

Need to train a group?

If you need to train a group of people or can't wait for the next upcoming class, GroundWork group can work with you to develop a custom training option. We will work around your schedule and can provide custom trainings onsite, in our building or online.