

Custom Guide On-line Computer Tutorials

The Arapahoe/Douglas County Workforce Center is proud to offer our registered job seekers the opportunity to take on-line self-paced computer software classes. You can learn what you want, at your own pace and from any computer with internet access.

Available Courses

Access 2013 & 16	Excel 2013, 16 & 19	Sales Force
Business Writing	One Drive for Business	Scorm Test
Effective Presentations	OneNote 2016	Share Point 2016
Email Etiquette	Outlook 2013, 16 & 19	Skype for Business
Managing Meetings	PowerPoint 2013, 16 & 19	Windows 10
Office Online	Project 2016	Word 2013, 16 & 19

For Mac Only

Excel 2016	PowerPoint 2016	Word 2016
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To request an ID

- Send an email to LGadlin@arapahoegov.com
- Put "**Custom Guide**" in the subject line
- In the body of the email include:
 - Your full name
 - Preferred email address
 - Phone #
 - Last 4 digits of your social security number

Please allow up to 48 business hours to process your request



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 Aurora Workforce Center**
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