

Are You Ready for a Change?

Have you been thinking about advancing your career or bidding on another position like the one you are in now? Have you recently taken MSU's clerical exams and were unsuccessful in one or more of the sub-parts of the exam, such as databases or spreadsheets?

MSU [Office Support Services](#) has an opportunity for you to brush up on those rusty skills, or to learn a completely new skill. We have a library of Microsoft manuals which you can check out for use, or you are welcome to take some time at one of our computers where we have a series of learning CD's from LEARN KEY that will take you step by step thru the learning process, beginning at whatever skill level you may be at right now.

Help prepare yourself for a change. Visit our **Self-Help*** web site at <http://www.mnsu.edu/oss/microsoft.html> .

Sincerely

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*This a self-help, self-paced learning opportunity. Learning opportunities in a classroom setting with an MSU ITS professional are available thru ITS at <http://www.mnsu.edu/its/support/training/> .