

Norwescap Career & Life Transitions Center presents:

FREE COMPUTER CLASSES

FLEMINGTON

TIME: 10:00 am to 1:00 pm

LOCATION: United Methodist Church
116 Main Street | Flemington

DAYS OF THE WEEK: Tuesdays &
Thursdays

Nov 6- Computer Basics 1

Nov 13- Computer Basic 2

Nov 18- Computer Basics 3

Nov 20- Computer Basic 4

Nov 25- Microsoft Word 1

Scan the QR code



to Register!

Call Today for More Information
(908) 788-1453

Course Descriptions

Computer Basics

This four class will cover the types of computers, differences in hardware and software, Windows operating system overview, file management, considerations for purchasing a computer, and browser and search engine overviews.

- Different types of computers
- Differences between hardware, software, and operating systems (focusing on Windows)
- File management overview including how to name, store, and find files on your computer
- Things to consider when purchasing a computer
- Internet basics including discussing different browsers and search engines, accessing email, and setting up favorites
- Keyboard and Mouse skill overview and practice

Introduction to Microsoft Word

This will begin a three-session class focused on Microsoft Word. This class will discuss the evolution of word processing, how Microsoft Word has influenced producing documents, review key Word options, functions and settings, explain how to use tables and templates, review guidelines to create professional documents and provide opportunities to practice using Word.



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