

Norwescap Career & Life Transitions Center presents:

# FREE COMPUTER CLASSES

## FLEMINGTON

**TIME:** 9:00 am to 12:00 pm

**LOCATION:** United Methodist Church  
116 Main Street | Flemington

**DAYS OF THE WEEK:** Tuesdays &  
Thursdays

**March 24-** Laptop Basic

**March 26-** Internet Basics

**March 31-** Job Search

**April 2-** Word

**April 7-** Word

**April 9-** Word

**April 14-** Excel

**April 16-** Excel

**April 21-** Excel

**April 23-** PowerPoint

**April 28-** PowerPoint

**April 30-** Open Class

**Call Today for More Information**  
(908) 788-1453

## Course Descriptions

### Computer Series

This four-class series will help you build up-to-date digital skills, step by step.

### Job Readiness & Digital Essentials

Learn essential computer skills for daily life and work. Create professional documents. Build simple budgets & charts. Make clear presentations. Manage internet, email, files & schedules.

### Introduction to Microsoft Word

This will begin a three-session class focused on Microsoft Word. This class will discuss the evolution of word processing.

### Introduction to Microsoft Excel

Understand how Excel is used in real life: Rows, columns & data entry. Simple formulas & functions, budgets, charts, & intro to pivot tables.

### Introduction to Microsoft PowerPoint

Create engaging, professional presentations. Add text, images, photos & videos. Themes, colors & design tools. Business presentation tips & practice.

### Open Class

Extra help for returning students. Ask questions. Get tech support. Bring your device or use our computers. Practice skills, resumes & applications.



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Career & Life Transitions Center