

Norwescap Career Life & Transitions Center

# FREE COMPUTER CLASSES

## Upcoming Schedule

**TIME:** 9:15 am to 1:30 pm

**LOCATION:** Flemington United Methodist Church | 116 Main Street, Flemington, NJ 08822

### **Microsoft Office 365: PowerPoint**

Tuesday, December 3

Thursday, December 5

Tuesday, December 10

### **Computer Skills Brush Up**

Thursday, December 12

**To register, please call us at (908) 788-1453.**

## Course Descriptions:

### **Microsoft Office 365: PowerPoint**

This class will explain how to use Microsoft PowerPoint to create powerful, interesting presentations. You will learn how to use text, images, videos, photos, as well as colors and designs to customize presentations and make them interesting. We will also review guidelines to use in creating business presentations, how to utilize templates, and will practice giving presentations based on exercises we complete in class.

### **Computer Skills Brush Up**

This drop-in session is for anyone who has previously taken a class with us. Our instructor will be available to answer questions, revisit topics, and provide tech support. You can bring your personal devices for troubleshooting or use our computers to practice skills, work on resumes, or complete job applications.



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