

Norwescap Career Life & Transitions Center

FREE COMPUTER CLASSES

Upcoming Schedule

TIME: 9:15am to 1:30pm

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

Computer Basics

Tuesday, January 7

Thursday, January 9

Tuesday, January 14

Thursday, January 16

Microsoft Excel Advanced

Thursday, January 23

Computer Skills Brush Up

Tuesday, January 28

Introduction to Microsoft Word

Day 1: Tuesday, January 30

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

Course Descriptions

Computer Basics

This four-class series will cover the following:

- Different types of computers
- Differences between hardware, software, and operating systems (primarily 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

Microsoft Excel Advanced

This one-day class is for anyone who's completed our Introduction to Microsoft Excel courses or who is experienced in using Microsoft Excel and wants to learn the following:

- VLookup, HLookup, and XLookup
- Customizing pivot tables
- Creating and customizing charts
- Creating presentation type Excel sheets

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.

Introduction to Microsoft Word

This will begin a three-session class (with Days 2 & 3 in February) focused on Microsoft Word. This class will discuss the evolution of word processing, how Microsoft Word has influenced producing documents, review key options, functions, and settings in Word, explain how to use tables and templates, review guidelines to create professional documents, and provide opportunities to practice using Word.



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