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

Microsoft Excel Advanced
Tuesday, February 4

Introduction to Microsoft Word
Day 1: Thursday, February 6
Day 2: Tuesday, February 11
Day 2: Thursday, February 13

Introduction to Microsoft PowerPoint
Day 1: Tuesday, February 18
Day 2: Thursday, February 20
Day 2: Tuesday, February 25

Computer Skills Brush Up
Thursday, February 27

Call Today to Register!
Warren & Hunterdon: (908) 788-1453
Somerset: (908) 900-0060 x1503

Course Descriptions

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

Introduction to Microsoft Word
This three-session 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.

Introduction to Microsoft PowerPoint
This three-session class will explain how to use Microsoft PowerPoint to create powerful, interesting presentations. You will learn how to use text, images, videos, and photos, as well as colors and designs to customize presentations and make them more 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 any computer 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.

NORWESCAP