

Norwescap Career Life & Transitions Center

# FREE COMPUTER CLASSES

## Course Overview and Schedule

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

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

### Introduction to Microsoft PowerPoint

~~Day 1: Tuesday, March 4~~

~~Day 2: Tuesday, March 11~~

~~Day 3: Thursday, March 13~~

**CLASS FULL!  
Waitlist Available**

### Using LinkedIn to Aide Your Job Search

Tuesday, March 18

### Microsoft Excel Advanced

Thursday, March 20

### Call Today to Register!

**Warren & Hunterdon County:**

(908) 788-1453

**Somerset County:**

(908) 900-0060 x1503

### Introduction to Microsoft PowerPoint

This three-session class covers Microsoft PowerPoint essentials, including text, images, videos, templates, and design customization. You'll also learn business presentation guidelines, practice presenting with class exercises, and more!

### Using LinkedIn to Aide Your Job Search

Learn how to use LinkedIn to enhance your job search, build professional connections, and stay updated on industry trends. Discover tips to create a strong profile that stands out to employers.

### Advanced Excel: Charts, Lookups & Pivot Tables

This one-day class is for those with Excel experience or who have completed our Introduction course. Learn VLookup, HLookup, XLookup, pivot table customization, chart creation, and presentation-ready Excel sheets.



**NORWESCAP**