

Norwescap Career & Life Transitions Center presents:

FREE COMPUTER CLASSES

Phillipsburg

TIME: 9:00am to 12:00 pm

LOCATION: Envision Center, 535
Fisher Ave, Phillipsburg

DAYS OF THE WEEK: Wednesdays
& Fridays

May 6- Computer Basic,
Internet Basics & Job Search

May 8- Word

May 20- Word

May 22- Excel

May 27- Excel

May 29- PowerPoint

**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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