

Norwescap Career & Life Transitions Center presents:

# FREE COMPUTER CLASSES

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

**LOCATION:**

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

**DAYS OF THE WEEK:**

Tuesdays and Thursdays

Courses Available on a  
Rotating Basis!

**Call Today for More  
Information & to Register!**

**Warren & Hunterdon County**

(908) 788-1453

**Somerset County**

(908) 900-0060 x1503

## Course Descriptions

### Computer Basics

Jumpstart your computer skills with this multi-day series, perfect for beginners or those needing a confidence boost.

### Introduction to Microsoft Word, PowerPoint, & Excel

Learn essential functions of these key programs through our targeted multi-session courses, tailored to your choice of software.

### Microsoft Excel Advanced

Advance your Excel skills in a single day by mastering custom pivot tables, advanced charts, and complex formulas.

### Using LinkedIn to Aid Your Job Search

Optimize your LinkedIn profile and use it effectively to network, find jobs, and stay current with industry trends.

### Virtual Communications

Learn to use Microsoft Teams and Zoom effectively in this course designed for remote communication and collaboration.

### Computer Skills Brush Up

Revisit past lessons, get tech support, and practice your skills during this flexible drop-in session. Bring your device or use our computers for practical applications like resumes and job applications.



**NORWESCAP**  
Career & Life Transitions Center