

Norwescap Career Life & Transitions Center Presents:

FREE COMPUTER CLASSES

Course Schedule

TIME: 9:15am to 1:30pm

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

Using LinkedIn to Aide Your Job Search

Thursday, May 1

Introduction to Microsoft Word

Day 1: Tuesday, May 6

Day 2: Thursday, May 8

Day 3: Tuesday, May 13

Introduction to Microsoft Excel

Day1: Thursday, May 15

Day 2: Tuesday, May 20

Day 3: Thursday, May 22

Microsoft Excel Advanced

Tuesday, May 27

Reach Out Today to Register!

Warren & Hunterdon: (908) 788-1453

Somerset: (908) 900-0060 x1503

Email: cltc@norwescap.org

Course Descriptions

Using LinkedIn to Aid 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.

Introduction to Microsoft Word

This three-session class covers the evolution of word processing, how Word has shaped document creation, and key functions, settings, and tools. Learn how to use tables and templates, follow best practices for professional documents, and practice applying Word to everyday tasks.

Introduction to Microsoft Excel

Learn what Excel is and how it's used in real life. This class covers basic functionality like rows, columns, cells, and data entry. You'll also learn simple formulas and functions, budgeting basics, and an introduction to pivot tables and charts.

Microsoft Excel – Advanced

This one-day class is for those who've completed our Excel basics or have prior experience. Topics include VLookup, HLookup, and XLookup; customizing pivot tables and charts; and creating presentation-ready Excel sheets.



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