

Norwescap Career Life & Transitions Center

# FREE COMPUTER CLASSES

## Upcoming Schedule

**TIME:** 8:45 am to 1:00 pm

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

### **Microsoft Office 365: Excel**

Thursday, November 7

Tuesday, November 12

Thursday, November 14

### **Computer Skills Brush Up**

Tuesday, November 19

**To register, please call us at (908) 788-1453.**

## Course Descriptions:

### **Microsoft Office 365: Excel**

This class introduces Excel and its versatile uses. Learn the basics—rows, columns, cells, and data entry—and discover how to write simple Excel functions for everyday tasks like budgeting. You'll also explore key Excel settings, along with an introduction to reporting tools like pivot tables and charts.

### **Computer Skills Brush Up**

This drop-in session is for anyone who has previously taken a 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.



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