BASIC COMPUTER & JOB SEARCH TRAINING

ABLE BEGINNINGS

DON'T BE LEFT OUT OF THE JOB MARKET!!

6-Week Basic Computer Training in
Instructor-Led Virtual Classroom

Training Offered through OPERATION ABLE

Take control of your job search and computer skills with this **INSTRUCTOR-LED** training program conducted via Zoom.

WHAT YOU'LL LEARN:

- **Zoom** Remote Learning Techniques
- **Microsoft Windows** - Features, Functions, File Management
- Basic Microsoft Word, and *Excel**
- Basic Computer Information
- **Gmail** - Create, Open, Send Emails including Attachments
- Keyboarding
- **Master Digital Skills** (Operation ABLE is an authorized Northstar Digital Literacy Assessment site.)

*Time permitting regarding Excel

ALSO INCLUDED: *Job search techniques including, creating and sending online ATS resumes and cover letters.*

Next Start Date 5/15/23

Most SNAP Recipients Attend FREE

Register for a FREE VIRTUAL INFORMATION SESSION to Learn More.

https://operationable.net/information-sessions

CONTACT:
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OPERATION ABLE

A Creating
41 YEARS *est. 1982*
THE PATH TO EMPLOYMENT

Learn more at OperationABLE.net

ABLE BEGINNINGS

SCAN ME!

Operation ABLE is located at: 98 North Washington St., Boston MA 02114
Near North Station and TD Garden NOT PRESENTLY OPEN TO THE PUBLIC