CONTACT:
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OperationABLE.net

BASIC COMPUTER & JOB SEARCH TRAINING for BEGINNERS

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

MOST SNAP Recipients & SCSEP Participants ELIGIBLE to Participate

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
- Basic Computer Information
- **Gmail** - Create, Open, and Send Emails including Attachments
- Keyboarding
- **Master Digital Skills** (Operation ABLE is an authorized Northstar Digital Literacy Assessment site.)

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

Next Start Date 10/10/23

Register for a FREE VIRTUAL INFORMATION SESSION to Learn More.
https://operationable.net/information-sessions

OPERATION
ABLE™

Creating
A PATH TO EMPLOYMENT

SCAN ME!

ABLE BEGINNINGS

Give us a call: 617-542-4180

Operation ABLE is located at: 98 North Washington St., Boston MA 02114
Near North Station and TD Garden