

QUESTIONS? Contact PATTY BALL, Program Manager <u>PBall@OperationABLE.net</u>



BUILD YOUR COMPUTER SKILLS & ONLINE JOB SEARCH SKILLS WITH REFRESHER CLASSES

ENROLL NOW FOR MS WORD* VIA REMOTE ZOOM TRAINING

Learn the core **MS Word** skills needed in today's workplace.

- Create, format, save, and print Word documents
- Take a deep dive into the ribbon
- · Learn tips and tricks on selecting and modifying text
- Alignment, indents, and tabs, oh my!
- Looking good with pictures, shapes, and other graphical elements
- Organize and present information with word tables
- Step-by-step mail merge
- Give your document a professional look
- ALSO INCLUDED, Job search strategies

* BASIC KNOWLEDGE OF MICROSOFT OFFICE REQUIRED!

ABLE is an authorized Northstar Digital Literacy Assessment Site.



Available to Boston Residents & Most SNAP Recipients OPERATION ABLE



Operation ABLE is located at: 98 N Washington St, Ste 200, Boston MA 02114 There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply. This institution is an equal opportunity provider.

