



REFRESHER CLASS: ESSENTIAL MICROSOFT POWERPOINT SKILLS FOR THE WORKPLACE

OVERCOME THE MAJOR DIFFICULTIES JOB-SEEKERS FACE

- Lack of current computer skills
- Lack of understanding/knowledge of current job search process

Class Topics Covered:

- Creating your first presentation – *you need to start somewhere*
- Slide design - *fonts, themes, variants, styles*
- Creating the “wow” effect - *adding and formatting awesome - graphical elements*
- Balancing visuals and text
- Grab their attention - *adding transitions and animations*
- Presenting your masterpiece
- ALSO INCLUDED, Job search strategies

4-WEEK CLASS, HELD EVERY MONDAY, WEDNESDAY, AND THURSDAY 9:30 AM – 12:30 PM (12 CLASSES TOTAL)

*** BASIC KNOWLEDGE OF MICROSOFT OFFICE REQUIRED!**
ABLE is an authorized Northstar Digital Literacy Assessment Site.

Upcoming Class

MS POWERPOINT, 4/08/24

Don't Delay! Learn More Today!

Attend a **FREE VIRTUAL LIVE INFO SESSION** to learn more, www.operationable.net

Available to Boston Residents & Some SNAP Recipients.



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There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply. This institution is an equal opportunity provider.



QUESTIONS?

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