



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



QUESTIONS?

Contact PATTY BALL,
Program Manager
PBall@OperationABLE.net

*** BASIC KNOWLEDGE OF MICROSOFT OFFICE REQUIRED!**

ABLE is an authorized Northstar Digital Literacy Assessment Site.

Upcoming Class:
MICROSOFT WORD
12/02/24 - 12/27/24

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

Available to most SNAP Recipients

OPERATION ABLE



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Operation ABLE is located at:
98 N Washington St, Suite 200
Boston, MA 02114