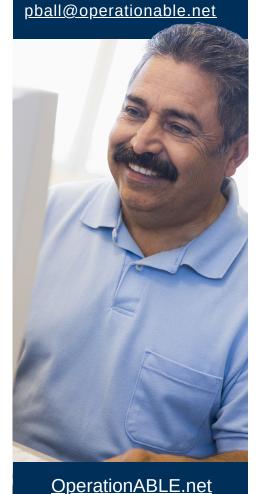
Training Offered through OPERATION ABLE



CONTACT:
ABLE BEGINNINGS
PROGRAM MANAGER,
Patty Ball



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 12/09/24

Register for a FREE VIRTUAL INFORMATION SESSION to Learn More.

https://operationable.net/information-sessions





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