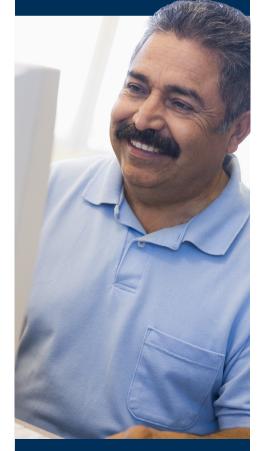
Training Offered through OPERATION ABLE



CONTACT: ABLE BEGINNINGS PROGRAM MANAGER, Patty Ball <u>pball@operationable.net</u>



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 2/10/25

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