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.

QUESTIONS?
Contact PATTY BALL,
Program Manager
PBall@OperationABLE.net
857-338-1614

Upcoming Class
MS POWERPOINT, 6/2/25

Don't Delay! Learn More Today!

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

SNAP Recipients may qualify for eligibility.
There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply. This institution is an equal opportunity provider.

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REFRESHER CLASSES

SCAN ME!