

FIFTH AVENUE COMMITTEE PRESENTS

**FREE
COMPUTER CLASSES
FOR JOB SEEKERS**



INTRODUCTION TO COMPUTERS: MICROSOFT WORD, INTERNET AND EMAIL FOR JOB SEEKERS
(24 sessions twice weekly, 12 weeks long, 72 hours total)

- Learn Microsoft Word basic techniques
- Work with PC, Windows, files and folders
- Learn to utilize the Internet for the purposes of a job search
- Compose and format a resume and cover letter
- Job search and applications online
- Learn to email, including attachments
- **Class to be offered Late 2010/Early 2011 – schedule to be determined.**

**No previous computer experience or knowledge necessary for this course. Class dates and times are subject to change.*

GETTING STARTED WITH EXCEL (8 sessions twice weekly, 4 weeks long, 24 hours total)

- Learn to get around Excel
- Data types
- Learn how to set up several kinds of spreadsheets
- Make your spreadsheets attractive and readable
- Printing spreadsheets
- Introduction to functions and formulas
- Techniques for becoming a lifelong Excel learner
- **Class to be offered Late 2010/Early 2011 – schedule to be determined.**

**No previous Excel knowledge required. Must be familiar with Microsoft Word and basic PC functions. Class dates and times are subject to change.*

GETTING STARTED WITH POWERPOINT (8 sessions twice weekly, 4 weeks long, 24 hours total.)

- Learn to present your ideas in a PowerPoint slide show. Easy, fun and informative.
- **Schedule: Mondays & Wednesdays, 6PM to 9PM starting May 3rd 2010.**

**No previous PowerPoint knowledge required. Must be familiar with Microsoft Word and basic PC functions. Class dates and times are subject to change.*

**IF INTERESTED, PLEASE CALL MR. MAHDY PARKS
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Fifth Avenue Committee
Our Community. Our Future.