



Office & Computer Essentials

HELPING JOB SEEKERS LEARN MICROSOFT WORD AND EXCEL

This class is designed for job seekers wanting to gain office computer skills for increased confidence and preparedness to enter or re-enter the workplace.

Students will learn how to:

- Create and Edit Word and Excel Files
- Format Text in Word
- Create Headers and Footers in a Word Documents
- Create Basic Excel Worksheets
- Use Simple Formulas in Excel
- Create PDF Files
- Move Files to and from a Flash Drive

After completing this class, the student will:

- Be more confident in a job search for a position that requires proficiency in Word/Excel
- Be able to create a custom resume & write custom cover letters
- Have obtained the general computer skills that are expected of an applicant for an entry level office position

Student must be able to learn independently in a classroom/group setting. Course pre-requisites include basic keyboarding, email and internet access, and access to a computer for practice.

Sessions are **in-person** and meet at Gesher Human Services:
Every Mondays and Wednesdays from 1 - 3:30 p.m.

Taught by an engaging & experienced instructor!

October 16 – November 22

Cost of class: \$499 | Scholarships Available | Registration is required!

Contact Dave Rotter, to sign up: drotter@geshermi.org or **248.233.4243**.

Gesher Human Services

29699 Southfield Rd. | Southfield, MI 48076

GESHER
HUMAN SERVICES

For more information, contact **Dave Rotter** at
drotter@geshermi.org or **248.233.4243**.

geshermi.org