



# 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 Geshher 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](mailto:drotter@geshermi.org) or **248.233.4243**.

**Geshher Human Services**

29699 Southfield Rd. | Southfield, MI 48076

**GESHER**  
HUMAN SERVICES

For more information, contact **Dave Rotter** at  
[drotter@geshermi.org](mailto:drotter@geshermi.org) or **248.233.4243**.

[geshermi.org](http://geshermi.org)