

Computer & Career Workshops

Presented by the Employment Training Center at SCCAP

Microsoft Word Basics



Tuesday,
October 19

10:00-11:30 am

For those who are new to Word or need a refresher on creating, editing and formatting text documents.

Microsoft Excel Basics



Thursday,
October 21

10:00-11:30 am

Gain skills to help you become comfortable with spreadsheets, including formulas, charts and graphs.

Microsoft Publisher



Tuesday,
October 26

10:00 -
11:30 am

Learn to work with pictures, text, and shapes to create professional quality flyers, brochures, and newsletters.

Business Letter Writing and Email Etiquette



Thursday,
October 28

10:00-11:30 am

Learn the proper formatting and protocols for typing, addressing, and mailing business letters, plus the do's and don'ts of professional email etiquette.

All training materials provided!

Pre-registration is required.

Contact us to reserve your spot and see if you qualify to attend for FREE!

We also offer:

- ◆ Individual computer training
- ◆ Resume and cover letter preparation
 - ◆ Job search techniques
 - ◆ Career readiness training



Schoharie County

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