

**Nassau County Hub
at Sid Jacobson JCC**



In this recession, many of us find ourselves in need of support. UJA-Federation of NY's Connect to Care provides access to:

- Employment and career transition services
- Financial and legal consulting
- Supportive counseling and Jewish spiritual care

The Jewish community is here for you.

Email: Connect-to-care@sjcc.org

LinkedIn Group:

Nassau County UJA-Federation's
Connect to Care

Website: sjcc.org

Phone: 516-484-1545

Computer Classes for Job Seekers

Microsoft Word 2003

Instructor: Aaron Wizel

Consultant in Operations and Project Management,
Adjunct Lecturer at CUNY Queensborough Community College,
Business Department

Learn beginner skills using Microsoft Word and apply them to your job search.

Competence in Microsoft Word is a requirement for most jobs, a pre-requisite for using most computer software, and a basic need for a job search.

Topics covered in this course include: creating and editing documents; cutting, copying and pasting; formatting documents including page set-up, changing fonts, inserting tabs, inserting tables and pictures, headers and footers; using spell-check, thesaurus and grammar check; adding and deleting toolbars; organizing and retrieving documents using folders.

Job search related topics include: formatting a resume and cover letter, inserting a resume into an email, and attaching documents to an email.

Pre-requisites: must be familiar with the internet and with Microsoft Windows, and have an internet based email account.

At Sid Jacobson JCC, 300 Forest Drive, East Hills

7 sessions

Begins August 11

Tuesday and Thursday, 9:00–11:00am

(11:00am–12:00pm optional computer practice time)

Please note: there is no class August 18

FREE

Registration required. Space is limited.

To Register call 516.484.1545

For more information, call Beverly at Connect to Care,
Nassau County Hub at Sid Jacobson JCC 516.484.1545, ext. 212

