

START 2018 LEARNING NEW COMPUTER SKILLS!

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DREW HAMILTON COMMUNITY CENTER

220 West 143rd Street, New York, NY 10030

(Between Adam Clayton Powell, Jr. & Frederick Douglass Blvds.)

- **Using Microsoft Excel 2013, Tue. & Th., 10am - Noon, Jan. 9th - Mar. 15th - 10wks!**
(Create budgets; manage staff/product lists; develop charts; use common functions & formulas)
- **Microsoft Word/PowerPoint 2013, Mon. & Wed., 10am – Noon, Jan. 8th - Mar. 19th - 10wks!**
(Create documents, resumes, mail merge, presentations)
- **Introduction to Computers, Tue. & Th., 6pm – 8pm, Jan. 9th - Mar. 15th - 10wks!**
(Computer Basics, Keyboard/Mouse Skills, Internet/Email, Word Processing, Spreadsheets, Flyers & Greeting Cards)

FOR MORE INFORMATION: Please call, 212-281-2040

TO REGISTER: Please Visit ATTAIN Lab, Mon. to Fri., 9:30am – 4:30pm



The State University of New York
University Center for Academic and Workforce Development
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COST? – FREE!!