

Improve Your Skills
Microsoft Word, Excel and PowerPoint



Feb 8th Word Intro - Creating, Editing, and Saving Your Own Documents

Feb 22nd Excel Intro - How Spreadsheets can Simplify Your Life

Mar 8th Word II - Visually Enhancing Your Documents

Mar 22nd PowerPoint Intro - Make Your Presentations Powerful

All sessions held at
American Job Center- New Haven,
560 Ella Grasso Blvd., Bldg#3
New Haven, CT 06519

Time: 2-3:30 PM

Register on-line with CT Hires or see Reception staff for assistance

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NEW HAVEN FREE PUBLIC LIBRARY
133 Elm Street New Haven CT 06510
203-946-8130 www.nhfpl.org

AMERICAN JOB CENTER
560 Ella Grasso Blvd., Bldg#3 New Haven, CT
203-624-1493 ext. 210 www.workforcealliance.biz

There is never a cost to jobseekers or employers



Workforce Alliance is the workforce development board serving 30 towns in South Central CT including Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, West Haven, Westbrook, Woodbridge.

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