

Computer Workshop Calendar

March 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Word Wk.1 10am-12pm Advanced Excel Wk.1 1pm-3pm	2 Basic Computer 1pm – 3pm	3 Open Lab 9am-1pm QuickBooks Wk.1 1pm-3pm	4
8	6 Outlook Wk.1 10am-12pm Intermediate Excel Wk.1 1pm-3pm	7	8 Word Wk.2 10am-12pm Advanced Excel Wk.2 1pm-3pm	9 Open Lab 9am-1pm Basic Computer 1pm – 3pm	10 Open Lab 9am-1pm QuickBooks Wk.2 1pm-3pm	11
12	13 Outlook Wk.2 10am-12pm Intermediate Excel Wk.2 1pm-3pm	14 Open Lab 9am-1pm	15 Word Wk.3 10am-12pm Advanced Excel Wk.3 1pm-3pm	16 Basic Computer 1pm – 3pm	17 Open Lab 9am-1pm QuickBooks Wk.1 1pm-3pm	18
19	20 Outlook Wk.3 10am-12pm Intermediate Excel Wk.3 1pm-3pm	21 Open Lab 9am-5pm	22 Word Wk.4 10am-12pm Advanced Excel Wk.4 1pm-3pm	23 Open Lab 9am-1pm Basic Computer 1pm – 3pm	24 Open Lab 9am-1pm QuickBooks Wk.2 1pm-3pm	25
26	27 Intermediate Excel Wk.4 1pm-3pm	28 Open Lab 9am-1pm	29 Open Lab 9am-5pm	30 Open Lab 9am-1pm Basic Computer 1pm – 3pm	31 Open Lab 9am-5pm	

Mastering Outlook

Learn the layout of Outlook, managing your emails, calendars, and creating contacts, tasks, notes, and rules.

PowerPoint

Learn what PowerPoint is and how to use it. Create powerful slides with images, pictures, SmartArt, hyperlinks, and more.

Microsoft Word

Continue your Word skills by learning to utilize graphics and styles, create eye-catching tables, work with document sections and columns, and manage Excel data in Word.

Intermediate Excel

Take your basic Excel skills to the next level with formulas, tables, charts, and graphics.

Advanced Excel

Advance your table and chart skills with Pivot Tables, create run and manage Macros and take your Excel formatting to an advanced level with the What-If Analysis and complex filtering and sorting

WHW

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Monday – Friday 9:00 am to 5:00 pm | Saturday 9:00 am to 1:00 pm

Please call us to sign up for any of our workshops!