

Computer Workshop Calendar

April 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 Outlook Wk.1 10am-12pm Intermediate Excel Wk.1 1pm-3pm	4	5 Word Wk. 1 10am-12pm Advanced Excel Wk. 1 1pm – 3pm	6 Basic Computer 1pm – 3pm	7 Open Lab 9am-5pm	8
9	10 Outlook Wk.2 10am-12pm Intermediate Excel Wk.2 1pm-3pm	11	12 SPECIAL WHW HOURS OPEN 2-5PM ONLY	13 Basic Computer 1pm – 3pm	14 WHW CLOSED – HOLIDAY	15
16	17 Outlook Wk. 3 10am-12pm Intermediate Excel Wk.3 1pm-3pm	18 Open Lab 9am – 1pm	19 Word Wk. 2 10am-12pm Advanced Excel Wk. 2 1pm – 3pm	20 Basic Computer 1pm – 3pm	21 Open Lab 9am – 1pm QuickBooks Wk.1 1pm-3pm	22 WHW Empowering Employment Success Saturday Sale!
23	24 Intermediate Excel Wk.4 1pm-3pm	25	26 Word Wk. 3 10am-12pm Advanced Excel Wk. 3 1pm – 3pm	27 Basic Computer 1pm – 3pm	28 Open Lab 9am – 1pm QuickBooks Wk.2 1pm-3pm	29
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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!