

# Employment Readiness Workshop Calendar

## May 2017



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

### 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.

### Intermediate 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

1800 East McFadden Avenue, Suite 1A, Santa Ana, California 92705 | 949.631.2333 | www.WHW.org

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!**