

Computer Workshop Calendar

June 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Open Lab 9am-1pm Basic Computer 1pm – 3pm	Open Lab 9am-1pm QuickBooks Wk.1 1pm-3pm	
4	PowerPoint Wk1 10am-12pm Intermediate Excel Wk1 1pm-3pm		Word Wk.1 10am-12pm Advanced Excel Wk.1 1pm-3pm	Open Lab 9am-1pm Basic Computer 1pm – 3pm	Open Lab 9am-1pm QuickBooks Wk.2 1pm-3pm	
11	PowerPoint Wk2 10am-12pm Intermediate Excel Wk2 1pm-3pm	Open Lab 9am-1pm	Word Wk.2 10am-12pm Advanced Excel Wk.1 1pm-3pm	Open Lab 9am-1pm Basic Computer 1pm – 3pm	Open Lab 9am-1pm QuickBooks Wk.1 1pm-3pm	
18	PowerPoint Wk3 10am-12pm Intermediate Excel Wk3 1pm-3pm	Open Lab 9am-1pm	Word Wk.3 10am-12pm Advanced Excel Wk.1 1pm-3pm	Open Lab 9am-1pm	Open Lab 9am-1pm QuickBooks Wk.2 1pm-3pm	
25	Intermediate Excel Wk3 1pm-3pm	Open Lab 9am-5pm	Word Wk.4 10am-12pm Advanced Excel Wk.1 1pm-3pm	Open Lab 9am-1pm Basic Computer 1pm – 3pm	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.

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!