

Computer Workshop Calendar

August 2017



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

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

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!