

Computer Workshop Calendar

September 2017



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

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!