

Computer Workshop Calendar

November 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Word Wk. 1 10am – 12:00pm Advanced Excel Wk. 1 1pm – 3:00pm	2 Basic Computer 1pm – 3:00pm	3 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm – 3:00pm	4
5	6 Outlook Wk. 1 10am-12:00pm Intermediate Excel Wk.1 1pm – 3:00pm	7 Open Lab 9am – 1:00pm	8 Word Wk. 2 10am – 12:00pm Advanced Excel Wk. 2 1pm – 3:00pm	9 Open Lab 9am – 1:00pm Basic Computer 1pm – 3:00pm	10 WHW CLOSED – HOLIDAY	11
12	13 Outlook Wk. 2 10am-12:00pm Intermediate Excel Wk.2 1pm – 3:00pm	14 Open Lab 9am – 1:00pm	15 Word Wk. 3 10am – 12:00pm Advanced Excel Wk. 3 1pm – 3:00pm	16 Basic Computer 1pm – 3:00pm	17 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm – 3:00pm	18
19	20 Outlook Wk. 3 10am-12:00pm Intermediate Excel Wk.3 1pm – 3:00pm	21 Open Lab 9am – 5:00pm	22 Word Wk. 4 10am – 12:00pm Advanced Excel Wk. 4 1pm – 3:00pm	23 WHW CLOSED – HOLIDAY	24 WHW CLOSED – HOLIDAY	25
26	27 Intermediate Excel Wk.4 1pm – 3:00pm	28 Open Lab 9am – 1:00pm	29 Open Lab 9am – 5:00pm	30 Open Lab 9am – 1:00pm Basic Computer 1pm – 3:00pm		

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!