

# Computer Workshop Calendar

## December 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm – 3:00pm	2
3	4 PowerPoint Wk. 1 10am-12:00pm Intermediate Excel Wk.1 & Wk2 1pm – 3:00pm	5 Open Lab 9am – 1:00pm	6 Word Wk. 1 10am – 12:00pm Advanced Excel Wk. 1 1pm – 3:00pm	7 Basic Computer 1pm – 3:00pm	8 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm – 3:00pm	9
10	11 PowerPoint Wk. 2 10am-12:00pm Intermediate Excel Wk.3 1pm – 3:00pm	12 Open Lab 9am – 1:00pm	13 Word Wk. 2 10am – 12:00pm Advanced Excel Wk. 2 1pm – 3:00pm	14 Open Lab 9am – 1:00pm Basic Computer 1pm – 3:00pm	15 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm – 3:00pm	16
17	18 PowerPoint Wk. 3 10am-12:00pm Intermediate Excel Wk.4 1pm – 3:00pm	19 Open Lab 9am – 1:00pm	20 Word Wk. 3 10am – 12:00pm Advanced Excel Wk. 3 1pm – 3:00pm	21 Basic Computer 1pm – 3:00pm	22 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm – 3:00pm	23
24	25 <b>WHW CLOSED – HOLIDAY</b>	26 <b>WHW CLOSED – HOLIDAY</b>	27	28	29	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!**