

Computer Workshop Calendar

February 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Introduction to Word & Excel 1pm – 3pm	2 Open Lab 9am – 1pm QuickBooks Wk.1 1pm-3pm	3
5 PowerPoint Wk.1 10am-12pm Intermediate Excel Wk.1 1pm-3pm	6 Open Lab 9am – 1pm	7 Advanced Excel Wk. 1 10am-12pm Word Wk. 1 1pm – 3pm	8 Open Lab 9am – 1pm Introduction to Word & Excel 1pm – 3pm Evening Outlook Wk.1 6pm – 8:30pm	9 Open Lab 9am – 1pm QuickBooks Wk.2 1pm-3pm	10
12 PowerPoint Wk.2 10am-12pm Intermediate Excel Wk.2 1pm-3pm	13 Open Lab 9am – 1pm	14 Volunteer Appreciation Event	15 Introduction to Word & Excel 1pm – 3pm	16 Open Lab 9am – 1pm QuickBooks Wk.1 1pm-3pm	17
19 WHW CLOSED – HOLIDAY	20 Open Lab 9am – 1pm	21 Advanced Excel Wk. 2 10am-12pm Word Wk. 2 1pm – 3pm	22 Open Lab 9am – 1pm Introduction to Word & Excel 1pm – 3pm Evening Outlook Wk.1 6pm – 8:30pm	23 Open Lab 9am – 1pm QuickBooks Wk.2 1pm-3pm	24
26 PowerPoint Wk.3 10am-12pm Intermediate Excel Wk.3 1pm-3pm	27 Open Lab 9am – 1pm	28 Advanced Excel Wk. 3 10am-12pm Word Wk. 3 1pm – 3pm			

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.

PowerPoint

Learn what PowerPoint is and how to use it. Create powerful slides with images, pictures, SmartArt, hyperlinks, and more.

Intermediate Excel

Take your basic Excel skills to the next level with formulas, tables, charts, and graphics.

Mastering Outlook

Learn the layout of Outlook, managing your emails, calendars, and creating contacts, tasks, notes, and rules.

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

2803 McGaw Avenue, Irvine, CA 92614 | 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!