


Computer Workshop Calendar

January 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 WHW CLOSED – HOLIDAY	2 Open Lab 9am – 5pm	3 WHW CLOSED – HOLIDAY (Moving Day)	4 WHW CLOSED – HOLIDAY (Moving Day)	5 WHW CLOSED – HOLIDAY (Moving Day)	6
8 Outlook Wk.1 10am-12pm Intermediate Excel Wk.1 1pm-3pm	9 Open Lab 9am – 1pm	10 Word Wk. 1 10am-12pm Advanced Excel Wk. 1 1pm – 3pm	11 Basic Computer 1pm – 3pm	12 Open Lab 9am – 1pm QuickBooks Wk.1 1pm-3pm	13
15 WHW CLOSED – HOLIDAY	16 Open Lab 9am – 1pm	17 Word Wk. 2 10am-12pm Advanced Excel Wk. 2 1pm – 3pm	18 Basic Computer 1pm – 3pm	19 Open Lab 9am – 1pm QuickBooks Wk.2 1pm-3pm	20
22 Outlook Wk.2 10am-12pm Intermediate Excel Wk.2 1pm-3pm	23 Open Lab 9am – 1pm	24 Word Wk. 3 10am-12pm Advanced Excel Wk. 3 1pm – 3pm	25 Basic Computer 1pm – 3pm	26 Open Lab 9am – 5pm	27 Deja New Grand Opening 9am-4pm 
29 Outlook Wk.3 10am-12pm Intermediate Excel Wk.3 1pm-3pm	30 Open Lab 9am – 5pm	31 Word Wk. 4 10am-12pm Advanced Excel Wk. 4 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.

Intermediate Excel

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

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.

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!