

# Computer Workshop Calendar

## March 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Basic Computers 1pm – 3:00pm	2 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm-3:00pm	3
5 Intermediate Excel Wk.1 1pm-3:00pm	6 Open Lab 9am – 1:00pm	7 Advanced Excel Wk. 1 10am-12:00pm Word Wk. 1 1pm – 3:00pm	8 Open Lab 9am – 1pm Basic Computers 1pm – 3:00pm	9 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm-3:00pm	10
12 Outlook Wk.1 10am-12:00pm Intermediate Excel Wk.2 1pm-3:00pm	13 Open Lab 9am – 1:00pm	14 Advanced Excel Wk. 2 10am-12:00pm Word Wk. 2 1pm – 3:00pm	15 Basic Computers 1pm – 3:00pm	16 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm-3:00pm	17
19 Outlook Wk.2 10am-12:00pm Intermediate Excel Wk.3 1pm-3:00pm	20 Open Lab 9am – 5:00pm	21 Advanced Excel Wk. 3 10am-12pm Word Wk. 3 1pm – 3pm	22 Open Lab 9am – 1pm Basic Computers 1pm – 3:00pm	23 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm-3:00pm	24
26 Outlook Wk. 3 10am-12:00pm Intermediate Excel Wk.4 1pm-3pm	27 Open Lab 9am – 1:00pm	28 Advanced Excel Wk. 4 10am-12pm Word Wk. 4 1pm – 3pm	29 Open Lab 9am – 1pm Basic Computers 1pm – 3:00pm	30 <b>WHW CLOSED – HOLIDAY</b>	31

### 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

**Please call us to sign up for any of our workshops!**