

Computer Workshop Calendar

April 2018



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

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

3w 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!