

Computer Workshop Calendar

May 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Open Lab 9am – 1:00pm	2 Advanced Excel Wk. 1 10am-12:00pm Word Wk. 1 1pm – 3:00pm	3 Basic Computers 1pm – 3:00pm	4 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm-3:00pm	5
7 Outlook Wk.1 10am-12:00pm Intermediate Excel Wk.1 1pm-3:00pm	8 Open Lab 9am – 1:00pm	9 Advanced Excel Wk. 2 10am-12:00pm Word Wk. 2 1pm – 3:00pm	10 Open Lab 9am – 1pm Basic Computers 1pm – 3:00pm	11 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm-3:00pm	12
14 Outlook Wk.2 10am-12:00pm Intermediate Excel Wk.2 1pm-3:00pm	15 Open Lab 9am – 5:00pm	16 Advanced Excel Wk. 3 10am-12:00pm Word Wk. 3 1pm – 3:00pm	17 Basic Computers 1pm – 3:00pm	18 Open Lab 9am – 1:00pm QuickBooks Wk.1 1pm-3:00pm	19
21 Outlook Wk.3 10am-12:00pm Intermediate Excel Wk.3 1pm-3:00pm	22 Open Lab 9am – 1:00pm	23 Advanced Excel Wk. 4 10am-12pm Word Wk. 4 1pm – 3:00pm	24 Open Lab 9am – 1pm Basic Computers 1pm – 3:00pm	25 Open Lab 9am – 1:00pm QuickBooks Wk.2 1pm-3:00pm	26
28 WHW CLOSED – HOLIDAY	29 Open Lab 9am – 5:00pm	30 Open Lab 9am – 5:00pm	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 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!