

Computer Workshop Calendar

June 2018



Visit WHW's New Job Search Center - Open Monday-Friday 9am to 5pm
 Two Laptops available for job search activities (first come, first serve)
 Work on your Resume, Apply for Jobs, Update LinkedIn Profile and more!



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Job Search Center 9am-5pm QuickBooks Wk.1 1pm-3:00pm	
Job Search Center 9am-5pm PowerPoint Wk.1 10am-12:00pm Intermediate Excel Wk.1 1pm-3:00pm	Job Search Center 9am-5pm	Job Search Center 9am-5pm Advanced Excel Wk. 1 10am-12:00pm Word Wk. 1 1pm - 3:00pm	Job Search Center 9am-5pm Basic Computers 1pm - 3:00pm	Job Search Center 9am-5pm	
Job Search Center 9am-5pm PowerPoint Wk.2 10am-12:00pm Intermediate Excel Wk.2 1pm-3:00pm	Job Search Center 9am-5pm	Job Search Center 9am-5pm Advanced Excel Wk. 2 10am-12:00pm Word Wk. 2 1pm - 3:00pm	Job Search Center 9am-5pm Basic Computers 1pm - 3:00pm	Job Search Center 9am-5pm QuickBooks Wk.2 1pm-3:00pm	
Job Search Center 9am-5pm PowerPoint Wk.3 10am-12:00pm Intermediate Excel Wk.3 1pm-3:00pm	Job Search Center 9am-5pm	Job Search Center 9am-5pm Advanced Excel Wk. 3 10am-12pm Word Wk. 3 1pm - 3pm	Job Search Center 9am-5pm Basic Computers 1pm - 3:00pm	Job Search Center 9am-5pm QuickBooks Wk.1 1pm-3:00pm	
Job Search Center 9am-5pm PowerPoint Wk.4 10am-12:00pm Intermediate Excel Wk.4 1pm-3:00pm	Job Search Center 9am-5pm	Job Search Center 9am-5pm Advanced Excel Wk. 4 10am-12pm Word Wk. 4 1pm - 3pm	Job Search Center 9am-5pm Basic Computers 1pm - 3:00pm	Job Search Center 9am-5pm QuickBooks Wk.2 1pm-3:00pm	

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

2805 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!