

Computer Workshop Calendar

July 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
2 Job Search Center 9am-5:00pm	3 Job Search Center 9am-5:00pm	4 WHW CLOSED – HOLIDAY	5 Job Search Center 9am-5:00pm Basic Computers 1pm – 3:00pm	6 Job Search Center 9am-5:00pm QuickBooks Wk.1 1pm-3:00pm	7
9 Job Search Center 9am-5:00pm Outlook Wk.1 10am-12:00pm Intermediate Excel Wk.1 1pm-3:00pm	10 Job Search Center 9am-5:00pm	11 Job Search Center 9am-5:00pm Advanced Excel Wk. 1 10am-12:00pm Word Wk. 1 1pm – 3:00pm	12 Job Search Center 9am-5:00pm Basic Computers 1pm – 3:00pm	13 Job Search Center 9am-5:00pm QuickBooks Wk.2 1pm-3:00pm	14
16 Job Search Center 9am-5:00pm Outlook Wk.2 10am-12:00pm Intermediate Excel Wk.2 1pm-3:00pm	17 Job Search Center 9am-5:00pm	18 Job Search Center 9am-5:00pm Advanced Excel Wk. 2 10am-12:00pm Word Wk. 2 1pm – 3:00pm	19 Job Search Center 9am-5:00pm Basic Computers 1pm – 3:00pm	20 Job Search Center 9am-5:00pm QuickBooks Wk.1 1pm-3:00pm	21
23 Job Search Center 9am-5:00pm Outlook Wk.3 10am-12:00pm Intermediate Excel Wk.3 1pm-3:00pm	24 Job Search Center 9am-5:00pm	25 Job Search Center 9am-5:00pm Advanced Excel Wk. 3 10am-12:00pm Word Wk. 3 1pm – 3:00pm	26 Job Search Center 9am-5:00pm Basic Computers 1pm – 3:00pm	27 Job Search Center 9am-5:00pm QuickBooks Wk.2 1pm-3:00pm	28
30 Job Search Center 9am-5:00pm Outlook Wk.4 10am-12:00pm Intermediate Excel Wk.4 1pm-3:00pm	31 Job Search Center 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

2803 McGaw Avenue, Irvine, CA 92614 | 949.631.2333 | www.WHW.org

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