

Computer Workshop Calendar

August 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
		1 Advanced Excel Wk. 1 10:00am-12:00pm Word Wk. 1 1:00pm – 3:00pm	2 Basic Computers 1:00pm – 3:00pm	3 Open Lab 9:00am-1:00pm Basic QuickBooks Wk.1 1:00pm-3:00pm	4
6 PowerPoint Wk.1 10:00am-12:00pm Intermediate Excel Wk.1 1:00pm-3:00pm	7 Open Lab 9:00am – 1:00pm	8 Advanced Excel Wk. 2 10:00am-12:00pm Word Wk. 2 1:00pm – 3:00pm	9 Basic Computers 1:00pm – 3:00pm	10 Open Lab 9:00am – 1:00pm Basic QuickBooks Wk.2 1:00pm-3:00pm	11
13 PowerPoint Wk.2 10:00am-12:00pm Intermediate Excel Wk.2 1:00pm-3:00pm	14 Open Lab 9:00am – 1:00pm	15 Advanced Excel Wk. 3 10:00am-12:00pm Word Wk. 3 1:00pm – 3:00pm	16 Basic Computers 1:00pm – 3:00pm	17 Open Lab 9:00am – 1:00pm Advanced QuickBooks Wk.1 1:00pm-3:00pm	18
20 PowerPoint Wk.3 10:00am-12:00pm Intermediate Excel Wk.3 1:00pm-3:00pm	21 Open Lab 9:00am – 5:00pm	22 Advanced Excel Wk. 4 10:00am-12:00pm Word Wk. 4 1:00pm – 3:00pm	23 Basic Computers 1:00pm – 3:00pm Evening Basic QuickBooks Wk.1 5:00pm-6:30pm	24 Open Lab 9:00am – 1:00pm Advanced QuickBooks Wk.2 1:00pm-3:00pm	25
27 PowerPoint Wk.4 10:00am-12:00pm Intermediate Excel Wk.4 1:00pm-3:00pm	28 Open Lab 9:00am – 1:00pm	29 Open Lab 9:00am-5:00pm	30 Basic Computers 1:00pm – 3:00pm Evening Basic QuickBooks Wk.2 5:00pm-6:30pm	31 Open Lab 9:00am-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
 Monday – Friday 9:00 am to 5:00 pm

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