

# Computer Workshop Calendar January 2019



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 <b>WHW CLOSED – HOLIDAY</b>	2 Advanced Excel Wk. 1 10:00am-12:00pm Word Wk. 1 1:00pm – 3:00pm	3 Basic Word 1:00pm – 3:00pm	4 Google Tools Wk. 1 10:00am-12:00pm Basic QuickBooks Wk.1 1:00pm-3:00pm	5
7 PowerPoint Wk.1 10:00am-12:00pm Intermediate Excel Wk.1 1:00pm-3:00pm	8 Basic Excel 11:00am – 12:30pm	9 Advanced Excel Wk. 2 10:00am-12:00pm Word Wk. 2 1:00pm – 3:00pm	10 Basic Word 1:00pm – 3:00pm	11 Google Tools Wk. 2 10:00am-12:00pm Basic QuickBooks Wk.2 1:00pm-3:00pm	12
14 PowerPoint Wk.2 10:00am-12:00pm Intermediate Excel Wk.2 1:00pm-3:00pm	15 Basic Excel 11:00am – 12:30pm	16 Advanced Excel Wk. 3 10:00am-12:00pm Word Wk. 3 1:00pm – 3:00pm	17 Basic Word 1:00pm – 3:00pm Evening Basic QuickBooks Wk.1 5:30pm-7:00pm	18 Open Lab 9:00am – 1:00pm Advanced QuickBooks Wk.1 1:00pm-3:00pm	19
21 <b>WHW CLOSED – HOLIDAY</b>	22 Basic Excel 11:00am – 12:30pm	23 Advanced Excel Wk. 4 10:00am-12:00pm Word Wk. 4 1:00pm – 3:00pm	24 Basic Word 1:00pm – 3:00pm Evening Basic QuickBooks Wk.2 5:30pm-7:00pm	25 Open Lab 9:00am – 1:00pm Advanced QuickBooks Wk.2 1:00pm-3:00pm	26
28 PowerPoint Wk.3 10:00am-12:00pm Intermediate Excel Wk.3 1:00pm-3:00pm	29 Basic Excel 11:00am – 12:30pm	30	31		

## WHW

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

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Please call us for questions on how to sign up for our workshops!