

# Computer Workshop Calendar

## March 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 Open Lab 9:00am – 1:00pm Basic QuickBooks Wk.1 1:00pm - 3:00pm	2
4 Outlook Wk.1 10:00am - 12:00pm Intermediate Excel Wk.1 1:00pm - 3:00pm	5 Basic Excel 11:00am – 12:30pm	6 Advanced Excel Wk. 1 10:00am - 12:00pm Word Wk. 1 1:00pm – 3:00pm	7 Basic Word 1:00pm – 3:00pm	8 Google Tools Wk. 1 10:30am – 12:30pm Basic QuickBooks Wk.2 1:30pm -- 3:30pm	9
11 Outlook Wk.2 10:00am - 12:00pm Intermediate Excel Wk.2 1:00pm - 3:00pm	12 Basic Excel 11:00am – 12:30pm	13 Advanced Excel Wk. 2 10:00am - 12:00pm Word Wk. 2 1:00pm – 3:00pm	14 Basic Word 1:00pm – 3:00pm	15 Advanced QuickBooks Wk.1 1:00pm - 3:00pm	16
18 Outlook Wk.3 10:00am - 12:00pm Intermediate Excel Wk.3 1:00pm - 3:00pm	19 Basic Excel 11:00am – 12:30pm	20 Advanced Excel Wk. 3 10:00am - 12:00pm Word Wk. 3 1:00pm – 3:00pm	21 Basic Word 1:00pm – 3:00pm Evening Basic QuickBooks Wk.1 5:30pm – 7:00pm	22 Google Tools Wk. 2 10:00am – 12:00pm Advanced QuickBooks Wk.2 1:00pm - 3:00pm	23
25 Intermediate Excel Wk.4 1:00pm - 3:00pm	26 Basic Excel 11:00am – 12:30pm	27 Advanced Excel Wk. 4 10:00am - 12:00pm Word Wk. 4 1:00pm – 3:00pm	28 Basic Word 1:00pm – 3:00pm Evening Basic QuickBooks Wk.2 5:30pm – 7:00pm	29 Open Lab 9:00am – 3:00pm COMPUTER LAB CLOSED 3:00pm - 5:00pm	

### 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 for questions on how to sign up for our workshops!**