

# Computer Workshop Calendar

## June 2019

Visit WHW's 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
3 Welcome Orientation 9:30am – 11:00am Advanced Excel WK 1 2:00pm – 4:00pm	4 Welcome Orientation 9:30am – 11:00am Basic Excel 1:30pm – 3:30pm Salesforce Trailhead 11:30am – 1:00pm	5 Intermediate Excel WK 1 2:00pm – 4:00pm	6 Basic Word WK 1 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	7 Open Lab 9:00am – 5:00pm
10 Welcome Orientation 9:30am – 11:00am PowerPoint WK 1 11:30am-1:30pm Advanced Excel WK 2 2:00pm – 4:00pm	11 Welcome Orientation 9:30am – 11:00am Basic Excel 1:30pm – 3:30pm Basic LinkedIn 4:30pm – 6:00pm	12 Intermediate Excel WK 2 2:00pm – 4:00pm	13 Basic Word WK 2 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	14 Google Tools 1:00pm – 3:00pm
17 Welcome Orientation 9:30am – 11:00am Salesforce Trailhead 11:30am – 1:00pm Advanced Excel WK 3 2:00pm – 4:00pm	18 WHW Closed	19 Intermediate Excel WK 3 2:00pm – 4:00pm	20 Advanced Word WK 1 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm Basic LinkedIn 4:30pm – 6:00pm	21 Advanced QuickBooks WK1 1:00pm - 3:00pm
24 Welcome Orientation 9:30am – 11:00am PowerPoint WK 2 11:30am-1:30pm Advanced Excel WK 4 2:00pm – 4:00pm	25 Welcome Orientation 9:30am – 11:00am Basic Excel 10:00am – 12:00pm Advanced LinkedIn 2:00pm – 4:00pm	26 Intermediate Excel WK 4 2:00pm – 4:00pm	27 Advanced Word WK 2 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm Basic LinkedIn 4:30pm – 6:00pm	28 Mastering Outlook 10:00am – 12:00pm Advanced QuickBooks WK2 1:00pm - 3:00pm

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!**