

# Computer Workshop Calendar

## September

**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
2 WHW Closed	3 Welcome Orientation 9:30am – 11:00am Salesforce Trailhead 11:30am – 1:00pm Basic LinkedIn 1:00pm – 3:00pm	4 Intermediate Excel WK 1 2:00pm – 4:00pm	5 Basic Word WK 1 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	6 PowerPoint WK 1 11:00am – 1:00pm Basic QuickBooks WK 1 1:30pm – 3:30pm
9 Welcome Orientation 9:30am – 11:00am Advanced Excel WK 1 1:30pm – 3:30pm	10 Welcome Orientation 9:30am – 11:00am Basic Excel 11:30am – 1:30pm Intermediate Excel WK 2 2:00pm – 4:00pm Basic LinkedIn 4:30pm – 6:00pm	11 Capital Group Impact Day 9:00am – 3:45pm	12 Basic Word WK 2 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	13 PowerPoint WK 2 11:00am – 1:00pm Basic QuickBooks WK 2 1:30pm – 3:30pm
16 Welcome Orientation 9:30am – 11:00am Advanced Excel WK 2 1:30pm – 3:30pm	17 Welcome Orientation 9:30am – 11:00am Salesforce Trailhead 11:30am – 1:00pm Basic Excel 1:30pm – 3:30pm	18 Intermediate Excel WK 3 2:00pm – 4:00pm	19 PowerPoint WK 1 10:00am – 12:00pm Advanced Word WK 1 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	20 Google Tools 11:00am – 1:00pm Tips for Excel Assessments 1:30pm – 3:30pm
23 Welcome Orientation 9:30am – 11:00am Advanced Excel WK 3 1:30pm – 3:30pm	24 Welcome Orientation 9:30am – 11:00am Basic Excel 10:00am – 12:00pm Intermediate Excel WK 4 2:00pm – 4:00pm	25 WHW Closed	26 PowerPoint WK 2 10:00am – 12:00pm Advanced Word WK 2 1:00pm – 3:00pm Welcome Orientation 3:30pm – 5:00pm	27 Mastering Outlook 11:00am – 1:00pm Advanced LinkedIn 2:00pm – 4:00pm
30 Welcome Orientation 9:30am – 11:00am Advanced Excel WK 4 1:30pm – 3:30pm				

**WHW**  
 2803 McGaw Avenue, Irvine, CA 92614  
 949.631.2333 | [www.WHW.org](http://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!**