

**MassHire Springfield Career Center
August 2019 - Computer Workshops**

See our Center Calendar for workshops for Job Seekers

Mon	Tue	Wed	Thu	Fri
<p>Registration for any fee-based workshop (other than Word 1 or Excel 1 or PowerPoint) requires pre-screening. To schedule an assessment call Sharon Benoit at 858-2808.</p>			<p>1 <u>Introduction to Computers</u> 9-12 <u>Computador Basica</u> 1-3</p>	<p>2 <u>Creacion de Resume/Aplicar en Linea</u> 1:30-3:30</p>
<p>5 <u>Word 4 (\$15)</u> 9-12 <u>G Suite: Google Sheets</u> 1-3</p>	<p>6 <u>Webinar 10-11: Word Features to Polish Your Resume</u> <u>Organize Files in Microsoft's OneDrive</u> 2-4</p>	<p>7 <u>Word 1 (\$5) Part 1</u> 9-12</p>	<p>8 Word 1 Part 2 9-12 <u>Finding Jobs Online</u> 1-3</p>	<p>9</p>
<p>12 <u>Introduction to Word</u> 9-11 <u>Job Search & Tracking with Google</u> 1-3</p>	<p>13 <u>Excel 1 (\$15)</u> 9-12</p>	<p>14 <u>Word 2 (\$15)</u> 9-12 <u>Using Your USB Flash Drive</u> 2-4</p>	<p>15 <u>PowerPoint 1 (\$15)</u> 9-12 <u>Create a Resume in Google Docs</u> 1-3</p>	<p>16</p>
<p>19 <u>G Suite: Google Gmail</u> 9-11:30 <u>G Suite: Google Docs</u> 1-3</p>	<p>20 <u>Excel 2 (\$15)</u> 9-12</p>	<p>21</p>	<p>22</p>	<p>23</p>
<p>26 <u>G Suite: Google Drive</u> 9-11</p>	<p>27 <u>Excel 3 (\$15)</u> 9-12</p>	<p>28 <u>PowerPoint 2 (\$15)</u> 9-12 <u>Create a Resume in Google Docs</u> 1-3</p>	<p>29 <u>Excel 4</u> 9-12</p>	<p>30 Modified 8/6/2019</p>