

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

Modified 1/9/2019

Mon	Tue	Wed	Thu	Fri
<p>Registration for any fee-based workshop (other than Word 1 or Excel 1 or PowerPoint) requires a score of 80 or better on the Prove It! assessment.</p>	<p>1 New Year's Day Center Closed</p>	<p>2 Word 1 (\$5) Part 1 9-12</p>	<p>3 Word 1 Part 2 9-12</p>	<p>4 Using Your USB Flash Drive 9-11</p>
<p>7 Organize Files in Microsoft's OneDrive 9-11 Learn Google Docs 1-3</p>	<p>8 Introduction to Computers Day 1 9-11:30</p>	<p>9 Intro to Gmail & Google Docs Part 1 9-11:30 Introduction to Computers Day 2 1-4</p>	<p>10 Intro to Gmail & Google Docs Part 2 9-11:30 Introduction to Computers Day 3 1-3</p>	<p>11 Introduction to Computers Day 4 9-11</p>
<p>14 Webinar: Introduction to Pivot Tables 10-11</p>	<p>15 Word 2 (\$15) 9-12 Google Sheets for Beginners 1-3</p>	<p>16 Excel 1 (\$15) 9-12</p>	<p>17 Create Google Spreadsheets Part 1 9-11:30 Create a Resume in Google Docs 1-3</p>	<p>18 Create Google Spreadsheets Part 2 9-11:30 Aplicar en Linea 1:30-3:30</p>
<p>21 Martin Luther King Jr. Day Center Closed</p>	<p>22 PowerPoint (\$15) 9-12</p>	<p>23 Excel 2 (\$15) 9-12</p>	<p>24 Google Docs, Sheets & Slides Part 1 9-11:30 Creacion de Resume 1-3</p>	<p>25 Google Docs, Sheets & Slides Part 2 9-11:30</p>
<p>28 Organize Files in Google Drive 9-11 Job Search & Tracking with Google 1-3</p>	<p>29 Word 3 9-12</p>	<p>30 Excel 3 9-12</p>	<p>31 Online Class: Mail Merge 9-12 Create a Resume in Google Docs 1-3</p>	<p>To schedule an assessment call Sharon Benoit at 858-2808.</p>