

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

Modified 2/13/2019

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>Using Your USB Flash Drive 9-11</p>
<p>4 Organize Files in Microsoft's OneDrive 9-11</p>	<p>5 Introduction to Computers 9-12 Learn Google Docs 1-3</p>	<p>6 Word 1 (\$5) Part 1 9-12</p>	<p>7 Word 1 Part 2 9-12 Computadora Basica 1-3</p>	<p>8 Introduction to Word 9-11</p>
<p>11 Intro to Gmail & Google Docs Part 1 9-11:30 Google Sheets for Beginners 1-3</p>	<p>12 Webinar: Using Spreadsheet to manage and summarize information 10-11 Intro to Gmail & Google Docs Part 2 1:30-4</p>	<p>13 Excel 1 (\$15) 9-12</p>	<p>14 Google Docs, Sheets & Slides Part 1 9-11:30 Create a Resume in Google Docs 1-3</p>	<p>15 Google Docs, Sheets & Slides Part 2 9-11:30</p>
<p>18 President's Day Center Closed</p>	<p>19 Word 2 (\$15) 9-12</p>	<p>20 Excel 1 (\$15) 9-12 Finding Jobs Online 1:30-3:30</p>	<p>21 Create Google Spreadsheets Part 1 9-11:30 Apply Online 1-3</p>	<p>22 Create Google Spreadsheets Part 2 9-11:30</p>
<p>25 Organize Files in Google Drive 9-11 Job Search & Tracking with Google 1-3</p>	<p>26 Word 3 (\$15) 9-12</p>	<p>27 Excel 2 (\$15) 9-12 Creacion de Resume/Aplicar enlinea 1:30-3:30</p>	<p>28 Online Class(\$15): Creating Charts in Excel 9-12 Create a Resume in Google Docs 1-3</p>	