

MassHire Springfield Career Center
April 2019 - Computer Workshops

Modified 3/5/2019

Mon	Tue	Wed	Thu	Fri
1 Introduction to Computers 9-12 Learn Google Docs 1-3	2 Word 1 (\$5) Part 1 9-12	3 Word 1 Part 2 9-12 Computador Basica 1:30-3:30	4 Intro to Gmail & Google Docs Part 1 9-11:30 Creacion de Resume/Aplicar en Linea 1-3	5 Intro to Gmail & Google Docs Part 2 9:30-12
8 Organize Files in Microsoft's OneDrive 9-11 Google Sheets for Beginners 1-3	9 Webinar: Creating Documents using Building Blocks 10-11	10 Word 2 (\$15) 9-12 Create a Resume in Google Docs 1:30-3:30	11 Excel 1 (\$15) 9-12	12 Introduction to Word 9-11
15 Patriot's Day Center Closed	16 Create a slide presentation in Google 9-12	17 Word 3 (\$15) 9-12 Finding Jobs Online 1:30-3:30	18 Excel 2 (\$15) 9-12 Apply Online 1-3	19
22 Using Your USB Flash Drive 9-11	23 Google Docs - using styles and Tables 9-11	24 Excel 3 (\$15) 9-12 Create a Resume in Google Docs 1:30-3:30	25 Create Google Spreadsheets Part 1 9-11:30	26 Create Google Spreadsheets Part 2 9-11:30
29 Organize Files in Google Drive 9-11 Job Search & Tracking with Google 1-3	30 PowerPoint (\$15) 9-12	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.		