

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

Modified 4/19/2019

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>1 Intro to Gmail & Google Docs Part 1 9-11:30</p>	<p>2 Intro to Gmail & Google Docs Part 2 9-11</p>	<p>3 Using Your USB Flash Drive 9-11</p>
<p>6 Introduction to Computers 9-12</p>	<p>7 Webinar: Enhance a PowerPoint Presentation 10-11 Learn Google Docs 1-3</p>	<p>8 Word 1 (\$5) Part 1 9-12 Create a Resume in Google Docs 1:30-3:30</p>	<p>9 Word 1 Part 2 9-12 Finding Jobs Online 1-3</p>	<p>10</p>
<p>13 Introduction to Word 9-11 Google Sheets for Beginners 1-3</p>	<p>14 Excel 1 (\$15) 9-12</p>	<p>15 Word 2 (\$15) 9-12 Computador Basica 1:30-3:30</p>	<p>16 PowerPoint (\$15) 9-12 Apply Online 1-3</p>	<p>17 Google Docs - using styles and Tables 9-11</p>
<p>20 Organize Files in Google Drive 9-11</p>	<p>21 Excel 2 (\$15) 9-12</p>	<p>22 Word 3 (\$15) 9-12 Create a Resume in google docs 1:30-3:30</p>	<p>23 Organize Files in Microsoft's OneDrive 9-11</p>	<p>24</p>
<p>27 Memorial Day Center Closed</p>	<p>28 Excel 3 (\$15) 9-12 Job Search & Tracking with Google 1-3</p>	<p>29 Create Google Spreadsheets Part 1 9-11:30 Creacion de Resume/Aplica en Linea 1:30-3:30</p>	<p>30 Create Google Spreadsheets Part 2 9-11:30</p>	<p>31 Create a slide presentation in Google 9-12</p>