

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

Modified 5/14/19

Mon	Tue	Wed	Thu	Fri
<p>3</p> <p><u>Introduction to Computers</u> 9-12</p> <p><u>Learn Google Docs</u> 1-3</p>	<p>4</p> <p><u>Excel 1 (\$15)</u> 9-12</p>	<p>5</p> <p><u>Introduction to Gmail</u> 9-11:30</p> <p><u>Create a Resume in Google Docs</u> 1:30-3:30</p>	<p>6</p> <p><u>Organize Files in Microsoft's OneDrive</u> 9-11</p> <p><u>Finding Jobs Online</u> 1-3</p>	<p>7</p> <p><u>Using Your USB Flash Drive</u> 9-11</p>
<p>10</p> <p><u>Excel 2 (\$15)</u> 9-12</p> <p><u>Google Sheets for Beginners</u> 1-3</p>	<p>11</p> <p><u>Webinar: Share and collaborate with Word</u> 10-11</p> <p><u>Google Docs - using styles and Tables</u> 2-4</p>	<p>12</p> <p><u>Organize Files in Google Drive</u> 9-11</p> <p>MassHire Closing at noon</p>	<p>13</p> <p><u>Word 1 (\$5) Part 1</u> 9-12</p> <p><u>Computador Basica</u> 1-3</p>	<p>14</p> <p><u>Word 1 Part 2</u> 9-12</p>
<p>17</p> <p><u>Introduction to Word</u> 9-11</p>	<p>18</p> <p><u>Excel 3 (\$15)</u> 9-12</p>	<p>19</p> <p><u>Word 2 (\$15)</u> 9-12</p> <p><u>Apply Online</u> 1:30-3:30</p>	<p>20</p> <p><u>PowerPoint 1 (\$15)</u> 9-12</p> <p><u>Creacion de Resume/Aplicar en Linea</u> 1-3</p>	<p>21</p> <p><u>Create a slide presentation in Google</u> 9-12</p>
<p>24</p> <p><u>Mail Merge (\$15)</u> 9-11</p> <p><u>Job Search & Tracking with Google</u> 1-3</p>	<p>25</p> <p><u>Excel 4 (\$15)</u> 9-12</p>	<p>26</p> <p><u>Word 3 (\$15)</u> 9-12</p> <p><u>Create a Resume in Google docs</u> 1:30-3:30</p>	<p>27</p> <p><u>Create Google Spreadsheets</u> 9-12</p>	<p>28</p> <p><u>Excel Charting (\$15)</u> 9-11:30</p>
<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>See our Center Calendar for workshops for Job Seekers</p>