

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

See our Center Calendar for workshops for Job Seekers

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
Registration for any fee-based workshop (other than Word 1 or Excel 1 or PowerPoint) requires pre-screening. Call Sharon Benoit at 858-2808.	1 <a href="#">Introduction to Computers</a> 9-12	2	3 <a href="#">Excel 1 (\$15)</a> 9-12 <a href="#">G Suite: Gmail</a> 1-3	4 <a href="#">Introduction to Word</a> 9-11
7 <a href="#">G Suite: Google Docs</a> 9-11	8 <a href="#">Webinar 10-11: PowerPoint: Beyond the Basics</a>	9 <a href="#">Word 1 (\$5) Part 1</a> 9-12 <a href="#">Create a Resume in Google Docs</a> 1:30-3:30	10 Word 1 Part 2 9-12 <a href="#">Finding Jobs Online</a> 1-3	11 <a href="#">G Suite: Google Drive</a> 1-3
14 Columbus Day Center Closed	15 <a href="#">Excel 2 (\$15)</a> 9-12	16 <a href="#">Word 2 (\$15)</a> 9-12 <a href="#">Apply Online/Email Resume</a> 1:30-3:30	17 <a href="#">PowerPoint 1 (\$15)</a> 9-12 <a href="#">Creacion de Resume / Aplicaciones en Linea</a>	18 <a href="#">Using Your USB Flash Drive</a> 9-11
21 <a href="#">G Suite: Google Sheets</a> 9-11:30	22 <a href="#">Excel 3 (\$15)</a> 9-12	23 <a href="#">Word 3 (\$15)</a> 9-12 <a href="#">Create a Resume in Google Docs</a> 1:30-3:30	24 <a href="#">Excel Charting (\$15)</a> 9-11:30 <a href="#">Computador Basica</a> 1-3	25 <a href="#">Organize Files in Microsoft's OneDrive</a> 9-11
28 <a href="#">G Suite: Google Slides</a> 9-12	29 <a href="#">Excel 4 (\$15)</a> 9-12	30 <a href="#">Word 4 (\$15)</a> 9-12	31 <a href="#">Mail Merge (\$15)</a> 9-11	31
				Modified 9/16/2019