

**MassHire Springfield Career Center  
September 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>
2  Labor Day Center Closed	3	4  <u>Create a Resume in Google Docs</u> 1:30-3:30	5  <u>G Suite: Google Gmail</u> 9-11	6  <u>G Suite: Google Drive</u> 1-3
9  <u>G Suite: Google Docs</u> 9-11	10  <u>Webinar 10-11: Creating Excel Formulas</u>	11  <u>Word 1 (\$5) Part 1</u> 9-12  <u>Finding Jobs Online</u> 1:30-3:30	12  Word 1 Part 2 9-12  <u>Apply Online/Email Resume</u> 1-3	13  <u>Introduction to Computers</u> 9-12
16  <u>Introduction to Word</u> 9-11	17  <u>Excel 1 (\$15)</u> 9-12	18  <u>Word 2 (\$15)</u> 9-12  <u>Create a Resume in Google Docs</u> 1:30-3:30	19  <u>PowerPoint 1 (\$15)</u> 9-12  <u>Computador Basica</u> 1-3	20  <u>Excel 2 (\$15)</u> 9-12
23  <u>G Suite: Google Sheets</u> 9-11	24  <u>Excel 3 (\$15)</u> 9-12	25  <u>Using Your USB Flash Drive</u> 9-11	26  <u>G Suite: Google Slides</u> 9-12  <u>Creacion de Resume/Aplicar</u> <u>Enlinea 1-3</u>	27  <u>Word 3 (\$15)</u> 9-12
30  <u>Excel 4 (\$15)</u> 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.		
				Modified 8/7/2019