



MONDAY	13	TUESDAY	14	WEDNESDAY	15	THURSDAY	16	FRIDAY	17
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
MS Word (BASIC CONCEPTS)		MS Word 101		MS Word (Intermediate I)		MS PowerPoint (BASIC)		Introduction to Computers	
Open Document, Office Button, Save, Ribbon, Print		(Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC)		(Line Spacing, Margin, Add Header Change Margin, Add Border		(Office Button, Title Bar, Ribbon Open Presentation, Save, Template)		(Keyboarding, basic info)	
(Prerequisite; Intro to Computers)		(Prerequisite; Intro to Computers & Stella Major		Stella Major		(Prerequisite; Introduction to Computers)		Antonio	
Stella Major		Stella Major		Stella Major		Stella Major		2:00 PM - 3:00 PM	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		Job Search on the Internet	
MS Excel ( BASIC CONCEPTS)		MS Excel 101		MS WORD (Intermediate II)		MS Excel (Intermediate I)		(Using Job Zone) & How to Complete	
(Open Excel, Entering Data, Save, Office Button, Ribbon, Print		(Selecting a Range, Copy & Paste Insert / Delete Rows & Columns, Charts (Prerequisite; Introduction to Computers & MS Excel Basic)		(Mail Merge 2010)		Budget Example - Auto Fill, Charts, Formulas, Format Cells & More		A Job Application Online	
(Prerequisite; Intro to Computers)		Stella Major		(Prerequisite; MS Word 101 and Intermediate 1)		(Prerequisite; MS Excel 101)		(Prerequisite Must know how to use the Internet, Email & MS Word)	
Stella Major		Stella Major		Stella Major		Stella Major		Antonio	
MONDAY	20	TUESDAY	21	WEDNESDAY	22	THURSDAY	23	FRIDAY	24
		9:30 AM - 11:30 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
		MS Word 101		MS Word (Intermediate I)		MS PowerPoint (Intermediate I)		Introduction to Computers	
MARTIN LUTHER KING JR. BIRTHDAY		(Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC)		(Line Spacing, Margin, Add Header Change Margin, Add Border		(Ribbon, Bullets, Animations, Design Quick Styles, Slide Layout, Shapes, Picture)		(Keyboarding, basic info)	
OFFICE CLOSED		(Prerequisite; Intro to Computers & Stella Major		Stella Major		(Prerequisite; MS PowerPoint - Basic & Word)		Antonio	
		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		2:00 PM - 3:00 PM	
		MS Excel 101		MS Excel (Intermediate I)		MS Excel (Intermediate II)		Job Search on the Internet	
		(Selecting a Range, Copy & Paste Insert / Delete Rows & Columns, Charts (Prerequisite; Introduction to Computers & MS Excel Basic)		Budget Example - Auto Fill, Charts, Formulas, Format Cells & More		Payroll Example - Formulas, Chart, Sort & Filter etc (Prerequisite: MS Excel 101 & Intermediate I)		(Using Job Zone) & How to Complete	
		Stella Major		(Prerequisite; MS Excel 101)		Stella Major		A Job Application Online	
		Stella Major		Stella Major		Stella Major		(Prerequisite Must know how to use the Internet, Email & MS Word)	
MONDAY	27	TUESDAY	28	WEDNESDAY	29	THURSDAY	30	FRIDAY	31
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
MS Outlook (Part I & II)		MS Word (Intermediate III)		MS Excel (Intermediate III)		MS Excel (Advanced)		Introduction to Computers	
Contact List and Contact Group		( Insert Shapes & Symbol )		Formulas, Chart, etc		VLOOKUP and HLOOKUP & CELL REFERENCES IN FORMULA		(Keyboarding, basic info)	
(Prerequisite; Internet, MS Word & Outlook Part I)		(Prerequisite: MS Word Intermediate)		(Prerequisite: MS Excel Intermediate 1 & 11)		(Prerequisite; MS Excel Intermediate 1, 11 & III)		2:00 PM - 3:00 PM	
Stella Major		Stella Major		Stella Major		Stella Major		Job Search on the Internet	
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		(Using Job Zone) & How to Complete	
MS PowerPoint (Intermediate II)		MS WORD (Intermediate II)		MS Excel (Intermediate III)		MS Excel (Advanced)		A Job Application Online	
(Smart Art, Animations, Design, Transitions, Quick Styles, Chart)		(Mail Merge 2010)		(Prerequisite: MS Excel Intermediate 1 & 11)		(Prerequisite; MS Excel Intermediate 1, 11 & III)		(Prerequisite Must know how to use the Internet, Email & MS Word)	
(Prerequisite; MS PowerPoint I)		(Prerequisite; MS Word 101 and Intermediate 1)		Stella Major		Stella Major		Stella Major	

\* Bilingual Staff Available - Schedules may change so please call the day before the workshop.

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