WESTCHESTER ONE-STOP CAREER CENTER *

Westchester gov.com

One-Stop EMPLOYMENT westchester putnam

NEW YORK STATE OF OPPORTUNITY. Department of Labor

120 Bloomingdale Road, White Plains, NY 10605

OCTOBER 2019 WORKSHOPS SCHEDULE

MONDAY		TUESDAY	1	WEDNESDAY	2	THURSDAY	3	FRIDAY	4
		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)		Introduction to Computers	
		Open Document, Office Button,		(Select Text, Copy & Paste text,		(Line Spacing, Margin, Add Header		(Keyboarding, basic info)	
		Save, Ribbon, Print		Check Spelling, Bold, Change Font,		Change Margin, Add Border		Antonio	
		(Prerequisite; Intro to Computers)		Print, Insert Picture, ETC)					
				(Prerequisite; Intro to Computers &		Stella Major		2:00 PM - 3:00 PM	
		Stella Major		Stella Major				Job Search on the Internet	
								(Using Job Zone) &	
		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		How to Complete	
		MS Excel (BASIC CONCEPTS)		MS Excel 101		MS PowerPoint (BASIC)		A Job Application Online	
		(Open Excel, Entering Data, Save,		(Selecting a Range, Copy & Paste		(Office Button, Title Bar, Ribbon		(Prerequisite Must know how to use	
		Office Button, Ribbon, Print		Insert / Delete Rows & Columns,		Open Presentation, Save, Template)		the Internet, Email & MS Word)	
		(Prerequisite; Intro to Computers)		Charts (Prerequisite; Introduction		(Prerequisite; Introduction to Computers			
		Stella Major		to Computers & MS Excel Basic)				Antonio	
MONDAY	7	TUESDAY	8	WEDNESDAY	9	THURSDAY	10	FRIDAY	11
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 (Intermediate I)		Introduction to Computers	
Open Document, Office Button,		(Select Text, Copy & Paste text,		(Line Spacing, Margin, Add Header		(Ribbon, Bullets, Animations, Design		(Keyboarding, basic info)	
Save, Ribbon, Print		Check Spelling, Bold, Change Font,		Change Margin, Add Border		Quick Styles, Slide Layout, Shapes, Picture)			
(Prerequisite; Intro to Computers)		Print, Insert Picture, ETC)				(Prerequisite; MS PowerPoint - Basic & Word		Antonio	
		(Prerequisite; Intro to Computers &		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) &	
(Open Excel, Entering Data, Save,		(Selecting a Range, Copy & Paste		(Mail Merge 2010)		Budget Example - Auto Fill, Charts,		How to Complete	
Office Button, Ribbon, Print		Insert / Delete Rows & Columns,		(Prerequisite; MS Word 101		Formulas, Format Cells & More		A Job Application Online	
(Prerequisite; Intro to Computers)		Charts (Prerequisite; Introduction		and Intermediate 1)		(Prerequisite; MS Excel 101)		(Prerequisite Must know how to use	
		to Computers & MS Excel Basic)						the Internet, Email & MS Word)	
Stella Major		Stella Major		Stella Major		Stella Major		Antonio	

MONDAY	14	TUESDAY	15	WEDNESDAY	16	THURSDAY	17	FRIDAY	18
								1:00 PM - 2:00 PM	
								Introduction to Computers	
								(Keyboarding, basic info)	
(OFFICE CLOSED)								Antonio	
								2:00 PM - 3:00 PM	
								Job Search on the Internet	
								(Using Job Zone) &	
								How to Complete	
								A Job Application Online	
								(Prerequisite Must know how to use	
								the Internet, Email & MS Word)	
								Antonio	
MONDAY	21	TUESDAY	22	WEDNESDAY	23	THURSDAY	24	FRIDAY	25
		9:30 AM - 11:00 AM				9:30 AM - 11:00 AM		1:00 PM - 2:00 PM	
		MS PowerPoint (Intermediate II)				MS Word (Intermediate III) Part II		Introduction to Computers	
		(Smart Art, Animations, Design,				(Chart, Table & SmartArt)		(Keyboarding, basic info)	
		Transitions, Quick Styles, Chart)				(Prerequisite; MS Word Intermediate)		Antonio	
		(Prerequisite; MS PowerPoint I)				Stella Major		2:00 PM - 3:00 PM	
						11:00 AM - 12:15 PM		Job Search on the Internet	
		11:00 AM - 12:15 PM				MS Excel (Intermediate I)		(Using Job Zone) &	
		MS Word (Intermediate III) Part I				Budget Example - Auto Fill, Charts,		How to Complete	
		(Insert Shapes & Symbol)				Formulas, Format Cells & More		A Job Application Online	
		(Prerequisite: MS Word Intermediate)				(Prerequisite; MS Excel 101)		(Prerequisite Must know how to use	
		Stella Major				Stella Major		the Internet, Email & MS Word)	
MONDAY	28	TUESDAY	29	WEDNESDAY	30	THURSDAY	31	FRIDAY	
9:30 AM - 11:30 AM		9:30 AM - 11:30 AM		9:30 AM - 11:30 AM		9:30 AM - 11:30 AM			
MS Outlook (Part I & II)		MS Excel (Intermediate II)		MS Excel (Intermediate III)		MS Excel (Advanced)			
Contact List and Contact Group		Payroll Example - Formulas, Chart,		Formulas, Chart, etc		VLOOKUP and HLOOKUP &			
(Prerequisite; Internet, MS Word		Sort & Filter etc (Prerequisite:		(Prerequisite: MS Excel		CELL REFERENCES IN FORMULA			
& Outlook Part I) - Stella		MS Excel 101 & Intermediate I)		Intermediate 1 & 11)		(Prerequisite; MS Excel			
11:00 AM - 12:15 PM						Intermediate 1, 11 & III)			
MS WORD (Intermediate II)		Stella Major		Stella Major					
(Mail Merge 2010)									
(Prerequisite; MS Word 101						Stella Major			
and Intermediate 1) - Stella									
* Bilingual Staff Available - Schedules may change so please call the day before the workshop.									