



**WESTCHESTER ONE-STOP CAREER CENTER \***

120 Bloomingdale Road, White Plains, NY 10605



**JANUARY 2019 WORKSHOPS SCHEDULE**

MONDAY		TUESDAY	1	WEDNESDAY	2	THURSDAY	3	FRIDAY	4
		<b>NEW YEAR'S DAY (OFFICE CLOSED)</b>							
<b>MONDAY</b>	<b>7</b>	<b>TUESDAY</b>	<b>8</b>	<b>WEDNESDAY</b>	<b>9</b>	<b>THURSDAY</b>	<b>10</b>	<b>FRIDAY</b>	<b>11</b>
				9:30 AM - 11:00 AM <b>MS Word (BASIC CONCEPTS)</b> Open Document, Office Button, Save, Ribbon, Print (Prerequisite; Intro to Computers) Stella Major		9:30 AM - 11:00 AM <b>MS Word 101</b> (Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC) (Prerequisite; Intro to Computers & <b>MS Word Basic)</b>		1:00 PM - 2:00 PM <b>Introduction to Computers</b> (Keyboarding, basic info)  Antonio	
				11:00 AM - 12:15 PM <b>MS Excel ( BASIC CONCEPTS)</b> (Open Excel, Entering Data, Save, Office Button, Ribbon, Print  Stella Major		11:00 AM - 12:15 PM <b>MS Excel 101</b> (Commands, Selecting a Range, Insert / Delete Rows & Columns, Stella Major		2:00 PM - 3:00 PM <b>Job Search on the Internet</b> (Using Job Zone) & How to Complete A Job Application Online (Prerequisite Must know how to use the Internet, Email & MS Word)	
<b>MONDAY</b>	<b>14</b>	<b>TUESDAY</b>	<b>15</b>	<b>WEDNESDAY</b>	<b>16</b>	<b>THURSDAY</b>	<b>17</b>	<b>FRIDAY</b>	<b>18</b>
9:30 AM - 11:00 AM <b>MS Word (BASIC CONCEPTS)</b> Open Document, Office Button, Save, Ribbon, Print (Prerequisite; Intro to Computers)  Stella Major		9:30 AM - 11:00 AM <b>MS Word 101</b> (Select Text, Copy & Paste text, Check Spelling, Bold, Change Font, Print, Insert Picture, ETC) (Prerequisite; Intro to Computers & <b>MS Word Basic)</b>		9:30 AM - 11:00 AM <b>MS Word (Intermediate I)</b> (Line Spacing, Margin, Add Header Change Margin, Add Border  Stella Major				1:00 PM - 2:00 PM <b>Introduction to Computers</b> (Keyboarding, basic info)  Antonio	
11:00 AM - 12:15 PM <b>MS Excel ( BASIC CONCEPTS)</b> (Open Excel, Entering Data, Save, Office Button, Ribbon, Print  Stella Major		11:00 AM - 12:15 PM <b>MS Excel 101</b> (Commands, Selecting a Range, Insert / Delete Rows & Columns,  Stella Major		11:00 AM - 12:15 PM <b>MS PowerPoint (BASIC)</b> (Office Button, Title Bar, Ribbon Open Presentation, Save, Template) (Prerequisite; Introduction to Computers				2:00 PM - 3:00 PM <b>Job Search on the Internet</b> (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 Outlook (Part I & II)		MS PowerPoint (Intermediate I)				Introduction to Computers	
		Contact List and Contact Group		(Ribbon, Bullets, Animations, Design				(Keyboarding, basic info)	
		(Prerequisite; Internet, MS Word		Quick Styles, Slide Layout, Shapes, Picture)				Antonio	
Martin Luther King Jr.'s Birthday		& Outlook Part I)		(Prerequisite; MS PowerPoint - Basic & Word					
Office Closed		Stella Major		Stella Major				2:00 PM - 3:00 PM	
								Job Search on the Internet	
		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM				(Using Job Zone) &	
		MS Word (Intermediate III) Part I		MS WORD (Intermediate II)				How to Complete	
		( Insert Shapes & Symbol )		(Mail Merge 2010)				A Job Application Online	
		(Prerequisite: MS Word Intermediate)		(Prerequisite; MS Word 101				(Prerequisite Must know how to use	
				and Intermediate 1)				the Internet, Email & MS Word)	
		Stella Major		Stella Major				Antonio	
MONDAY	28	TUESDAY	29	WEDNESDAY	30	THURSDAY	31	FRIDAY	
9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM		9:30 AM - 11:00 AM			
MS Word (Intermediate III) Part II		MS PowerPoint (Intermediate II)		MS Excel (Intermediate II)		MS Excel (Advanced)			
( Chart, Table & SmartArt)		(Smart Art, Animations, Design,		Payroll Example - Formulas, Chart,		VLOOKUP and HLOOKUP			
(Prerequisite; MS Word Intermediate)		Transitions, Quick Styles, Chart)		Sort & Filter etc (Prerequisite:		(Prerequisite; MS Excel			
		(Prerequisite; MS PowerPoint I)		MS Excel 101 & Intermediate I)		Intermediate 1, 11 & III)			
Stella Major		Stella Major		Stella Major		Stella Major			
11:00 AM - 12:15 PM		11:00 AM - 12:15 PM		11:00 AM - 12:15 PM					
MS Excel (Intermediate I) Part I		MS Excel (Intermediate I) Part II		MS Excel (Intermediate III)					
Merge Cells, Cell Orientation, Formulas,		Budget Example - Formulas,		Formulas, Chart, etc					
Charts, Auto Fill & More		Format Cells, Charts & More		(Prerequisite: MS Excel					
(Prerequisite; MS Excel 101)		(Prerequisite; MS Excel 101)		Intermediate 1 & 11)					
Stella Major		Stella Major		Stella Major					
* Bilingual Staff Available - Schedules may change so please call the day before the workshop.									