

| Mon | Tue   | Wed | Thu  | Fri |
|-----|---|-----|--|-----|
|     |   | 1   | 2<br>Word for Beginners<br>1:00PM-2:30PM<br><br>Word: Mail Merge<br>2:30PM-4:00PM  | 3   |
| 6   | 7<br>Internet Job Searching:<br>Practical Tips<br>10:00AM –11:30AM  | 8   | 9<br>Interviewing Strategies &<br>Selling Oneself<br>10:00AM-11:30AM<br>with Russ<br><br>Computer Basics Open<br>Forum<br>1:00PM-2:30PM  | 10  |
| 13  | 14<br>Salary Negotiations<br>9:30 AM-11:00AM<br><br>Career Change Essentials<br>1:00PM—2:30 PM                                | 15  | 16<br>Overcoming Job Search<br>Frustration: Staying<br>Motivated 10AM-11:30AM<br><br>Excel for Beginners<br>1:00PM-2:30PM<br>Excel: Basic Formulas &<br>Functions<br>2:30PM-4:00PM | 17  |
| 20  | 21<br>Mass Career Info Website<br>9:30AM-11:00AM<br><br>Interviewing Strategies:<br>Acing the Phone Interview<br>10AM—11:30AM | 22  | 23<br>Internet Job Searching:<br>Practical Tips<br>10AM—11:30AM<br><br>Computer Basics Open<br>Forum<br>1:00PM-2:30PM<br><br>Intro to QuickBooks                                   | 24  |
| 27  | 28<br>Job Search Option<br>9:30AM—11:00AM   | 29  |  |     |

Registration is required for all workshops!  
Call 781-356-9186 or email [braintree@1lifeatatime.org](mailto:braintree@1lifeatatime.org)

## Computer Workshop Descriptions

**Email 101** - Basic overview on how to use your email (Yahoo, Gmail, Hotmail, Comcast, Verizon, ect.). This is primarily for those who need help signing into their email. You will learn how to send an email, add an attachment to a message and learn a few basic email etiquette rules.

**Excel for Beginners** - Excel 2007 is another program that is part of the Microsoft Office Suite. This workshop is for those who want to learn the basics on how to create a spreadsheet, enter both text and data, and format cells.

**Excel: Formulas, Functions, and Tables\*** - This is an **intermediate** workshop for people who know the basics of creating a spreadsheet and want to learn more about how to use functions to help enhance spreadsheets and workbooks. The Formulas and Functions that will be discussed are: the basic formula, SUM, AVERAGE, and the IF function. You will also learn how to use tables to sort data.

**Creating a Budget using Excel\*** - This course is an intermediate excel class for people who have a basic knowledge of how excel works.

**How To Effectively Use LinkedIn** - This is an **introductory** workshop for anyone who would like to learn *how to create a LinkedIn profile*, make connections and establish a network, change the profile settings, and utilize it for your job search. There will be time at the end of the workshop to have your picture taken for your profile if you need to do so.

**Intro to Office 2007** - This workshop introduces the 2007 version of Microsoft Office (introducing the Ribbon and the Office Button), and all of the new features!

**Word for Beginners** - Word 2007 is part of the Microsoft Office Suite. This workshop is for **beginners** who want to learn word processing and the basics in getting started.

**Job Searching Using the Internet** - This workshop will cover some of the best job searching sites and how to navigate, create profiles, set email alerts and conduct effective searches online.

**Mail Merge in Word\* <sup>NEW!!</sup>** - This is an **intermediate** course for those who want to learn an advanced tool in Word. This workshop will cover how to set up a letter, creating a recipient list, and merging the document.

**Outlook For Beginners** - Outlook 2007 is another program that is part of the Microsoft Office Suite. This workshop focuses on the Inbox which includes sending and receiving emails as well as organizing the inbox.

**Outlook: Outside the Inbox\*** - This workshop covers everything *outside* of the Inbox in Outlook, i.e., Calendar, Contacts, and Tasks.

**PowerPoint for Beginners** - PowerPoint 2007 is a presentation program, and another part of the Microsoft Office Suite. This workshop covers *everything* you would need to know to create a professional presentation.

**PowerPoint: Charts & Graphs\*** - This is an **intermediate** course for anyone who wants to add graphs/charts to their presentation to improve the various types of information that is presented in a quantitative way.

**Résumé Formatting Using Word** - Need help formatting your resume? This session is reserved for those who would like individual *expert* help with creating a résumé or making résumé edits in Word.

**Using Craig's List & Attaching your Résumé** - This is a beginner's workshop for anyone who needs help learning how to search for jobs on Craigslist.org and how to email their résumé to positions that interest them.

**Using Pivot Tables in Excel\*** - You will learn about how to create Pivot Tables in Excel to understand large amounts of data using a customizable tool.

**Intro to QuickBooks** - This workshop is an introduction to QuickBooks, how it works and what it is, along with some common terms you need to know when working with QuickBooks. People signing up for this course should be familiar with Excel

## Career Workshop Descriptions

**Networking Techniques** - You will learn a variety of tips and tricks to help **make you a successful networker!**

**Interview Techniques** - This workshop discusses how to interview. You will learn what types of questions to ask, how to prepare for an interview, and best answers to the most common interview questions. This is one workshop you don't want to miss!

**Staying Motivated While Unemployed** - You will learn the best practices for how to stay positive while job searching.