

Mon	Tue	Wed	Thu	Fri
		1 Intro to Office 11:00AM-12:00PM Word Formatting Paragraphs 12:45PM-2:15PM	2 Interview Techniques-Part 1 10:30AM-12:00PM with Christine and Mark	3
6	7 What is Social Media 9:00AM-10:00AM with Sara Excel for Beginners 10:30AM-12:00PM Word: Mail Merge 12:45PM-2:15PM	8 Excel: Basic Formulas & Functions 10:30AM-12:00PM Excel: Advanced Formulas 12:45PM-2:15PM Stress Management 2:30PM-4:00PM	9 Interview Techniques-Part 2 10:30AM-12:00PM with Christine and Mark How to use Social Media in your job search 9:00AM-10:00AM with Sara	10 Your Job Search Basics Part 1 10:30AM-12:00PM
13	14 Medical/Science Group 9:00AM-10:30AM Computer Basic Open Forum 10:30AM-12:00PM Intro to QuickBooks 12:45PM-2:15PM	15 PowerPoint for Beginners 10:30AM-12:00PM Power Point: Slide Masters 12:45PM-1:45PM	16 Interview Techniques-Part 3 10:30AM-12:00PM with Christine and Mark Preparing for a Skype Interview with Sara 12:45PM-1:45PM 	17 Your Job Search Basics Part 2 10:30AM-12:00PM
20	21 Excel: Pivot Tables & Charts 10:30AM-12:00PM Intro to QuickBooks 12:45PM-2:15PM	22 Excel: Basic Formulas & Functions 10:30AM-12:00PM Excel: Advanced Functions 12:45PM-2:15PM	23 Using LinkedIn Effectively 10:00AM-12:00PM with Sara 	24 Your Job Search Basics Part 3 10:30AM-12:00PM
27	28 Medical/Science Group 9:00AM-10:30AM Computer Basic Open Forum 10:30AM-12:00PM Outlook for Beginners 12:45PM-2:15PM	29 PowerPoint: Adding Media to your Presentation 10:30AM-12:00PM PowerPoint: Charts & Graphs 12:45PM-1:45PM	1 LinkedIn Settings 10:00AM-12:00PM with Sara 	

Registration is required for all workshops!
Call 781-681-7003 or email info@1lfeatatime.org

Computer Workshop Descriptions

Computer Basics Open Forum - This is a **beginners** course for those who need help with basic computer functions (using a mouse/ keyboard, Flash drives, using your email, using the internet, applying for jobs online, searching for jobs, ect...) This is an open forum so you can come in and work on whatever you need help with and a trainer will be walking around the room ready to help.

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.

Excel: Advanced Formulas & Functions* - This is an **advanced** workshop for people who are very familiar with how Excel works and how to do basic functions. We cover 3D formulas, and how to look to see what is needed in Advanced Functions.

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 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.

Word: Formatting Paragraphs* - This is a workshop for beginner Word users that have a basic knowledge of Word. We cover setting tabs, indents and working with paragraph borders & shading.

Mail Merge in Word* - 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: Slide Master* - This is an **intermediate** class. Learn to create your own design template and make it so that your logo appears on every slide with out constantly copy and pasting it.

PowerPoint: Adding Media* - This is an **intermediate** workshop that will show you how to add music and video to your presentations.

What is Access - This workshop will give you an overview of the Access interface.

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.

Your Job Search Basics (3 Part Series) - This series will cover Job Searching on the internet (The best practices for job searching, navigating some of the job search sites, set email alerts, and time to practice with an instructor available to help.

Career Workshop Descriptions

How to Effectively Use LinkedIn - This is an intermediate level workshop for those who already have a LI account but want to learn how to use it as a job seeker, networker, and create a professional profile.

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!

LinkedIn Settings - LinkedIn is constantly making changes to the site that you may not be aware of! This workshop will go over all of the settings *you* can control.

Preparing for a Skype Interview - Employers are cutting travel costs and webcams are on the rise! You will learn how to set up a Skype account, tips for a "face time/virtual" interview, and will get to practice an actual mock interview.

What is Social Media? - Have you heard of Twitter, Facebook, YouTube, and LinkedIn but need to learn the basics? This workshop will cover the most important tips to get you started.

How to Use Social Media in your Job Search - You will learn how to incorporate Twitter, Facebook, Blogs, and more, into your job search strategy!