

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>Closed for the Holiday</p>	<p>3</p> <p>Computer Basic Open Forum 10:30AM – 12:00PM</p> <p>Intro to Office 1:00 PM—2:00PM</p>	<p>4</p> <p>Word: Formatting Paragraphs with Angela 10:30AM—12:00PM</p> <p>Word: Mail Merge 1:00PM – 2:30PM</p>	<p>5</p> <p>Interview Techniques-Part 1 10:30 AM – 12:00 PM with Christine and Mark</p>	<p>6</p>
<p>9</p> <p>Medical/ Science Buddy Group 9:00-10:30AM</p>	<p>10</p> <p>Using LinkedIn effectively with Sara 10:30 AM—12:00 PM</p> <p>Excel for Beginners 1:00PM-2:30PM</p>	<p>11</p> <p>Excel: Basic Formulas & Functions 11:00AM – 12:00PM</p> <p>Excel: Advanced Formulas & Functions 1:00PM– 2:30PM</p>	<p>12</p> <p>Interview Techniques –Part 2 10:30 - 12:00 PM with Christine and Mark</p> <p>Mass Career Info Website 9:30AM—11:00AM</p> <p>Stress Management 1:30PM—3:00PM</p>	<p>13</p>
<p>16</p>	<p>17</p> <p>Computer Basic Open Forum 10:30 AM—12:00PM</p> <p>Intro to QuickBooks 1:00PM—2:30PM</p> <p>Medical/Science Buddy Group 9:00-10:30AM</p>	<p>18</p> <p>Power Point for Beginners 10:30AM—12:00PM</p> <p>Power Point: Slide Master 1:00PM—2:00PM</p>	<p>19</p> <p>Interview Techniques - Part 3 10:30 - 12:00 PM with Christine and Mark</p> <p>Career Change Essentials 9:30AM—11:00AM with Ken</p> <p>Job Search Options 1:30PM—3:00PM with Ken</p>	<p>20</p>
<p>23</p>	<p>24</p> <p>Excel: Pivot Tables & Charts 10:30AM—12:00PM</p> <p>Excel: Advanced Formulas with Angela 1:00PM—2:30PM</p> <p>Medical/Science Buddy Group 9:00-10:30AM</p>	<p>25</p> <p>Intro to QuickBooks 10:30AM—12:00PM</p> <p>PowerPoint: Adding Media to your Presentation 1:00PM—2:30PM NeW</p>	<p>26</p> <p>LinkedIn Settings with Sara 10:30 AM—12:00PM</p> <p>LinkedIn</p>	<p>27</p>
<p>30</p>	<p>31</p> <p>Computer Basics Open Forum 10:30AM—12:00PM</p> <p>What is Access? 1:00PM—2:00PM</p> <p>Medical/Science Buddy Group 9:00-10:30AM</p>			

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.

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.

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 without 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.

Mass Career Info Website - This is a basic workshop covering all that the MassCIS website has to offer for job searchers.

***Indicates that you must take the Beginners Level Course prior to taking this course.**

Career Workshop Descriptions

Interview Techniques - This workshop series 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!

Stress Management - This workshop will identify the levels of stress you are under as well as unique steps to reduce your stress.

Job Search Options - This workshop will discuss the methods to use both advertised and unadvertised in your job search and how to most effectively use each method.