

# DIGITAL SKILLS EVENTS **DECEMBER 2022**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>STARTING &amp; FORMATTING EXCEL</b> 1:00 - 3:30 PM	<b>COMPUTER BASICS</b> 9:00 - 11:30 AM  <b>FORMULAS AND FUNCTIONS IN EXCEL</b> 1:00 - 3:30 PM	<b>1 LINK to SNAP</b> 1:00 - 3:00 PM <b>COMPUTER BASICS</b> 9:00 - 11:30 AM <b>FILTERING IN EXCEL</b> 1:00 - 3:30 PM	<b>2 OPEN LAB</b> 9:00 - 11:00 AM  <b>COMPUTER BASICS</b> 9:00 - 11:30 AM
<b>5 RESUME ASSISTANCE</b> 1:00 - 3:00 PM	<b>6 EMAIL AND INTERNET BASICS</b> 1:00 - 3:00 PM	<b>7 OUTLOOK DAY 1</b> 9:00 - 11:30 AM <b>STARTING WORD</b> 1:00 - 3:30 PM <b>VIRTUAL WORD STARTS</b> 5:00 - 7:00 PM	<b>8 LINK to SNAP</b> 1:00 - 3:00 PM <b>OUTLOOK DAY 2</b> 9:00 - 11:30 AM <b>LAYOUT IN WORD</b> 1:00 - 3:30 PM	<b>9 OPEN LAB</b> 9:00 - 11:00 AM <b>OUTLOOK DAY 3</b> 9:00 - 11:30 AM <b>CUSTOMIZING IN WORD</b> 1:00 - 3:30 PM
<b>12 RESUME ASSISTANCE</b> 1:00 - 3:00 PM	<b>13</b> 	<b>14 STARTING &amp; FORMATTING EXCEL</b> 9:00 - 11:30 AM  <b>COMPUTER BASICS</b> 1:30 - 3:00 PM	<b>15 SNAP &amp; TRAINING COMMUNITY EVENT</b> 1:00 - 4:00 PM <b>FUNCTIONS IN EXCEL</b> 9:00 - 11:30 AM <b>COMPUTER BASICS</b> 1:30 - 3:00 PM	<b>16 OPEN LAB</b> 9:00 - 11:00 AM <b>FILTERING IN EXCEL</b> 9:00 - 11:30 AM <b>COMPUTER BASICS</b> 1:30 - 3:30 PM
<b>19 ADVANCED EXCEL</b> 9:00 - 11:30 AM  <b>RESUME ASSISTANCE</b> 1:00 - 3:00 PM	<b>20 ADVANCED EXCEL</b> 9:00 - 11:30 AM  <b>STARTING AND FORMATTING WORD</b> 1:00 - 3:30 PM	<b>21 JOB SEARCH 101</b> 9:00 - 11:00 AM  <b>LAYOUT IN WORD</b> 1:00 - 3:30 PM	<b>22 LINK to SNAP</b> 1:00 - 3:00 PM  <b>CUSTOMIZING IN WORD</b> 1:00 - 3:30 PM	<b>23 OPEN LAB</b> 9:00 - 11:00 AM  <b>EMAIL AND INTERNET BASICS</b> 1:00 - 3:00 PM
<b>26 HAPPY HOLIDAYS!</b>  <b>GOODWILL COMMONS CLOSED</b>	<b>27 OUTLOOK DAY 1</b> 1:00 - 3:30 PM	<b>28 COMPUTER BASICS</b> 9:00 - 11:30 AM  <b>OUTLOOK DAY 2</b> 1:00 - 3:30 PM	<b>29 LINK to SNAP</b> 1:00 - 3:00 PM <b>COMPUTER BASICS</b> 9:00 - 11:30 AM <b>OUTLOOK DAY 3</b> 1:00 - 3:30 PM	<b>30 OPEN LAB</b> 9:00 - 11:00 AM  <b>COMPUTER BASICS</b> 9:00 - 11:30 AM

To Register for Digital Skills Classes Please Contact: 309-682-1113 ext. 2153 or ext. 2115