

# September 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	12pm – 12:45pm 3 <b>Lunch &amp; Learn Word</b> Bring your lunch & learn how to use Word Mail Merge.	4	9:30am – 11:00am 5 <b>Intro to Word</b> Edit & format a document.	9:30am – 11:00am 6 <b>Intro to Computers</b> Basic terms, using a mouse, start menu, moving windows.	7
9	12pm – 12:45pm 10 <b>Lunch &amp; Learn Word</b> Bring your lunch & learn some formatting techniques.	11	9:30am – 11:00am 12 <b>Word Formatting</b> Format paragraphs, create bulleted lists, add page numbers.	9:30am – 11:00am 13 <b>File Management</b> Save documents, move files, create folders & more.	9:30am – 11:00am 14 <b>Intro to Excel</b> Input data, edit cells, and create a basic formula in Excel 2016.
16	12pm – 12:45pm 17 <b>Lunch &amp; Learn Excel</b> Bring your lunch & learn how to create a chart in Excel.	18	9:30am – 11:00am 19 <b>Intro to Excel</b> Input data, edit cells, and create a basic formula in Excel 2016.	9:30am – 11:00am 20 <b>Intro to Internet</b> Learn to search for information online.	21
23	12pm – 12:45pm 24 <b>Lunch &amp; Learn Excel</b> Bring your lunch & learn how to create a Pivot Table in Excel.	25	9:30am – 11:00am 26 <b>Excel Charts &amp; Tables</b> Format tables & create charts in Excel.	9:30am – 11:00am 27 <b>Internet Safety</b> Learn tips to stay safe online.	28
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