



Welcoming Light, Inc.

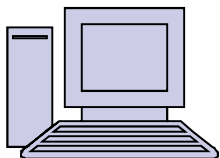
Homeless Veterans' Reintegration Program Computer Training for Vets (& others)

Veteran's have first option at seating, any remaining open spaces will be filled off of waiting list

Date	Day	Topic	Description	Time	Instructor
5/5/2011	Thursday	TBD		1:00 - 3:00	Al Antonides
5/6/2011	Thursday	Interview Skills	Types of Job Interviews, Preparing for a Job Interview, Job Interview tips	1:00 - 3:00	Al Antonides
5/9/2011	Monday	Elevator Speech	Learn how to summarize and convey your skills in 5 minutes. Make that first impression a great one.	1:00 - 3:00	Al Antonides
5/12/2011	Thursday	Intro to MS Word	Become familiar with specific features of MS-Word; Creating, saving, and printing a document; Formatting a document; Highlighting, cutting, and pasting text; Search and replace text; Inserting objects into a document.	1:00 - 3:00	Al Antonides
5/16/2011	Monday	Intro to Internet & Web	Learn how to access various search engines, identify some of the unique features of each	1:00 - 3:00	Al Antonides
5/19/2011	Thursday	Intro to MS Excel	Learn how to open an Excel spreadsheet, do basic functions (+,-,/,*), know when Excel is the tool you need and more!	1:00 - 3:00	Al Antonides
5/23/2011	Monday	Advanced Excel	Learn about some of the advanced excel functions including pivot tables	1:00 - 3:00	Al Antonides
5/31/2011	Tuesday	On-line Job Hunting	This workshop will provide an overview of Monster.com and Indeed.com jobsites; overview of other jobsites; how to submit an online application and resume; job search agents. Do you know some of the key elements of on-line job hunting? Do you know the keywords to include in your resume? Come join us and find out!	1:00 - 3:00	Al Antonides
6/6/2011	Monday	Communicating Through E-Mail: Top 10 Dos and Don'ts	Learn how to eliminate miscommunication, avoid mistakes, and come across as professional.	2:00 - 3:30	Al Antonides
6/14/2011	Tuesday	How to Use Microsoft Excel Pivot Tables to Easily Summarize and Analyze Data	If you find yourself buried under an avalanche of data and need to produce reports easily and efficiently, then allow Excel PivotTables to come to your rescue!	2:00 - 3:30	Al Antonides
7/14/2011	Thursday	Avoid the Top Ten Most Common Writing Blunders	Did you know that a single writing mistake at the wrong time — sent to the wrong person — can cause your entire message to be ignored? Join us for this webinar to discuss common blunders.	2:00 - 3:30	Al Antonides
7/29/2011	Friday	Business Grammar Tips, Tricks, & Techniques	This is a new one-hour webinar that features a phenomenal new "no-fear approach" to business grammar. This skill-packed program has been designed for busy professionals like you who want a super-fast, easy way to brush up on grammar, spelling, punctuation, and business usage.	2:00 - 3:30	Al Antonides

All computer classes held at Welcoming Light, Inc., The Institute, 45 High St., Nashua, NH

Computer classes currently limited to 10 individuals per class



Register on Eventbrite at: www.wli.eventbrite.com