

THE FOLLOWING TECHNOLOGY TRAINING WORKSHOPS WILL BE OFFERED BY THE OFFICE OF INFORMATION TECHNOLOGY HELPDESK DURING JANUARY 2012.

PLEASE CALL THE HELPDESK AT EXTENSION 3695 TO REGISTER.

All classes will take place in 2N-115.

The training in January will focus on specific topics in MS Office. Each topic will be covered in two separate classes. Participants will need to attend both classes. A working knowledge of the programs is required. Classes will be limited to 10 people.

Mail Merge Start-to-Finish-

Tuesday, January 3rd (1:00pm – 3:00pm) & Wednesday, January 4th (1:00pm – 3:00pm)

The class will begin with the creation of a template, followed by the creation of a recipient list (dataset), and will end with the manipulation and completion of a mail merge. Although we will supply a dataset, you may bring your own to personalize the class for your office.

Creating a PS (Personnel) Budget Spreadsheet –

Tuesday, January 17th (1:00pm – 3:00pm) & Wednesday, January 18th (1:00pm – 3:00pm)

The class will cover entering data, formatting the data, calculations, manipulations, and a macro. Although we will supply a dataset, you may bring your own to personalize the class for your office.

Creating a PowerPoint Presentation-

Tuesday, January 24th (1:00pm – 3:00pm) or Wednesday, January 25th (1:00pm – 3:00pm)

Learn how to create PowerPoint presentations, including inserting clip art, backgrounds, animation and printing techniques. Although a topic will be followed, you may bring your own topic to personalize the class for your office.

Evening workshops for MS Office, MS Exchange & Windows 7 are available based upon demand.

Please contact the HelpDesk if you have any questions.

