

**THE FOLLOWING WORKSHOPS WILL BE OFFERED BY THE OFFICE OF
INFORMATION TECHNOLOGY HELPDESK DURING SUMMER 2012.**

PLEASE CALL THE HELPDESK AT EXTENSION 3695 TO REGISTER.

Intro/Intermediate MS Word 2007/2010 – This hands-on *workshop* will take place in 2N-115.

Tuesday, July 3rd (12:00pm – 2:00pm)

Become familiar with the new look of MS Word.

Mail Merge in MS Word 2010 –

Wednesday, July 11th (12:00pm – 2:00pm) – This hands-on *workshop* will take place in 2N-115.

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.

Intermediate/Advanced MS Excel 2010 –

Wednesday, July 18th (12:00pm – 2:00pm) – This hands-on *workshop* will take place in 2N-115.

*This class is **NOT** for beginners. We will focus on formulas, functions, linking spreadsheets and macros.*

Introduction to MS Access 2003 –

Wednesday, July 25th (11:30pm – 2:30pm) – This hands-on *workshop* will take place in 2N-115.

Learn how to create tables, simple queries, and reports.

Meet, Greet & Learn Technology –

Tuesday, July 31st (9:30am – 11:30am and 1:30pm – 3:30pm) This *session* will take place in 2A-306.

Stop by our office to get your computer/technology questions answered. If you bring your file with you, we can provide one-on-one support. Please call to schedule a specific time.

Please contact the HelpDesk if you have any questions.

You may also register for the workshops on-line by going to:

<http://www.library.csi.cuny.edu/survey/index.php?sid=57697&lang=en>

Seating for the workshops is limited to 30 participants per session.

Seating for the Meet, Greet & Learn is by appointment.

One-on-one sessions will be scheduled in 20 minute intervals.