

# Technology Training

## Hands-On Classroom Sessions



**Classroom sessions are from 12:00pm - 2:00pm.**

Please go to the website or use the QR Code below to register for the sessions of your choice.

**General Computer Skills** July 19th, 2016

**Adobe Acrobat** July 20th, 2016

**Word I** July 26th, 2016  
**Mail Merge** July 27th, 2016

**Excel I & II** August 2nd, 2016  
**Excel III** August 9th, 2016

**Access I** August 3rd, 2016  
**Access II** August 10th, 2016  
**Access III** August 17th, 2016

**Outlook/IM** August 16th, 2016

**PowerPoint** August 18th, 2016

**Video Uploading** August 24th, 2016

# Hands-On

## Meet, Greet & Learn

### One-on-One Session

One-on-One is a 30 minute session based on your choice of topic. Sessions will be held on the following dates:

Tuesday afternoons 3pm - 4pm  
& Wednesday mornings 10am - 11am  
on the dates below.

**Tuesday afternoons 3pm - 4pm**  
July 19th, 2016  
July 26th, 2016  
August 2nd, 2016  
August 9th, 2016  
August 16th, 2016

**Wednesday mornings 10am - 11am**  
July 20th, 2016  
July 27th, 2016  
August 3rd, 2016  
August 10th, 2016  
August 17th, 2016  
August 24th, 2016

**Please reserve your One-on-One session at least 1 week in advance. When you call, please provide us with information on what you would like to learn.**

**(718) - 982 - HELP**



**Additional training sessions  
will be available beginning  
Fall 2016.**

**Online Training  
coming soon!**

## **What You Will Learn**

- General Computer Skills
- different parts of the computer
  - add icons to the start bar (task bar)
  - create/delete shortcuts on the desktop
  - folder management structure and more...
- MS Outlook/Instant Messaging
- create a distribution list/contact/group/address book
  - create a task
  - create a calendar
  - create an appointment
  - add attachments to appointments
  - scheduling assistant
  - message colleagues using IM
- MS Word I
- how to set up a document
  - create tables
  - create/customize ribbons/default settings
  - create hyperlinks
- MS Word Mail Merge
- create a template
  - create mail merge
- MS Excel I
- difference between a workbook and a worksheet
  - set up a document
  - change default settings
- MS Excel II
- create a template
  - apply conditional formatting to cells
  - group data
  - link cells within a document
  - import/export data
  - filter

## **What You Will Learn (continued)**

- MS Excel III
- create a chart
  - create a pivot table
  - create macros
  - perform functions
- MS Access I
- how to create, open & save a database
  - import/export text files
  - create tables
- MS Access II
- create basic queries
- MS Access III
- create basic forms
  - create basic reports
- Adobe Acrobat
- convert MS Office documents to a PDF
  - how to create a form
  - create a writable PDF document
- MS PowerPoint
- create a presentation
  - how to import graphics to slides
  - create hyperlinks
  - custom animation
  - transitions
- Windows Movie Maker/NJVID
- how to create videos using Windows Movie Maker
  - upload videos to NJVID digital media repository
  - information on using NJVID for Blackboard