

# Technology Training

## Hands-On Classroom Sessions

### Fall 2016

ADOBE  
ACROBAT



PDF forms

MS  
EXCEL



Charts

MOVIE MAKER/  
NJVID



Video Creation  
& Repository

MS  
ACCESS



Intermediate &  
Advanced Access

MS  
OUTLOOK/  
INSTANT  
MESSAGING



Outlook Calendar  
& Instant Messaging

## Classroom Sessions

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

Thursday Sessions 2:30pm - 4:00pm  
October 13th, 2016 - November 10th, 2016

Adobe Acrobat      October 13th, 2016

Excel Charts      October 20th, 2016

Video Uploading      October 27th, 2016

Access II      November 3rd, 2016  
Access III      November 10th, 2016

Friday Sessions 12:00pm - 1:00pm  
October 14th, 2016 - December 16th, 2016

Outlook/IM

## Hands-On Meet, Greet & Learn One-on-One Session

One-on-One is a 20 minute session based on your choice of topic. Sessions will be held on Tuesdays from 2:30pm - 4:00pm:

October 18th, 2016  
November 15th, 2016  
December 20th, 2016

**Please note:**

**You must register online for a One-on-One Session.**

**Someone will follow up with you to confirm the date and time of your One-on-One registration.**

**Please reserve your One-on-One session at least 1 week in advance.**



## Topics Offered

### 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 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

### MS Excel III

- create a chart
- create a pivot table
- create macros
- perform functions

### MS Excel Charts

- create a chart
- create a graph

### 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 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

### 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

### Please Contact

**Doriann Pieve-Hyland @ x2348**  
**if you would like to schedule a**  
**customized workshop for your**  
**office or class.**

**Online Training**  
**coming soon!**