

**Classroom sessions are from
10:30am - 12:00pm.**

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

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 the following dates:

Tuesday afternoons 2:30pm - 4:00pm

February 28th, 2017

March 28th, 2017

April 25th, 2017

Time Slots:

2:30pm - 2:50pm | 3:00pm - 3:20pm | 3:30pm - 3:50pm

One-on-One sessions fill up quickly.

Please register as soon as possible to reserve your spot. When registering, please provide the topic you would like to cover.

New Employee Technology Orientation

Getting Started with IT Training Sessions are being held on:

1st Tuesday of the Month

9:30am - 10:30am

3rd Thursday of the Month













4:00pm - 5:00pm

- ✓ Log on to the PC
- ✓ FLAS Reset Online Support
- ✓ Accessing Email
- ✓ Introduction to CUNYfirst & CUNY Portal
- ✓ Introduction to Unified Messaging and more...

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Technology Training Hands-On Classroom Sessions

Spring 2017

 <p>Illumira (formerly NJVID)</p>	 <p>Video Repository</p>	<p>Video Uploading</p> <p>March 1st, 2017</p>
 <p>WINDOWS 7</p>	 <p>General Computer Skills</p>	<p>General Computer Skills</p> <p>March 15th, 2017</p>
 <p>MS WORD</p>	 <p>Word I</p>	<p>Word I</p> <p>March 29th, 2017</p>
 <p>MS EXCEL</p>	 <p>Excel I</p>	<p>Excel I</p> <p>April 26th, 2017</p>
 <p>ADOBE ACROBAT</p>	 <p>PDF forms</p>	<p>Adobe Acrobat</p> <p>May 10th, 2017</p> <p>Friday Sessions 10:00am - 11:00am March 3rd, 2017 - May 19th, 2017</p>
 <p>MS OUTLOOK / IM & CSI Applications</p>	 <p>Outlook Calendar, Instant Messaging & CSI Applications</p>	<p>Outlook, Instant Messaging, CSI Reduced Sign On & MyFiles</p>

*By Invitation Only. To set up a Departmental Outlook Session, please contact Doriann at x2348 or Doriann.Hyland@csi.cuny.edu for more information.



**Contact the Technology Training Team
(718) - 982 - 2345**

**More training sessions will
be available Summer 2017.**

**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 and more...

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 and more...

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 and more...

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