

Technology Training Hands-On Classroom Sessions

10:30am - 12:00pm Sessions
Summer 2017

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|------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| ADOBE ACROBAT |  | PDF forms | Create PDF Forms June 12th, 2017 |
| MS EXCEL |  | Excel III | Excel III June 14th, 2017 |
| MS WORD |  | Mail Merge | Mail Merge July 17th, 2017 |
| MS POWERPOINT |  | General PowerPoint | PowerPoint July 20th, 2017 |
| WINDOWS 10 |  | General Computer Skills | Windows 10 August 10th, 2017 |
| Illumira (formerly NJVID) |  | Video Repository | Video Uploading August 17th, 2017 |
| UM/ Voicemail |  | Voicemail Setup/Configuration | UM/Voicemail August 24th, 2017 |
| MS OUTLOOK / IM & CSI Applications |  | Outlook Calendar, IM, CSI Applications & Mobile Phone Sync | Outlook Sessions June 20th, July 10th & August 2nd Outlook, IM, CSI Reduced Sign On, MyFiles & Mobile Phone Sync |

One-on-One Sessions

20 Minute Sessions | Tuesdays 2:30pm - 4:00pm
June 6th, 2017 | July 11th, 2017 | August 8th, 2017

Time Slots:

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

To register for any of the above sessions, please view the **Technology Training Program Calendar** at www.supersaas.com/schedule/CSITechnologyTraining/Summer_2017 or scan the QR code and register for the Training Sessions you would like to attend.

For more information, please contact the Technology Training Team at x2345.

