

CUNY Professional Development Program

October 2017

Wednesday, October 4, 9:00 AM - 5:00 PM

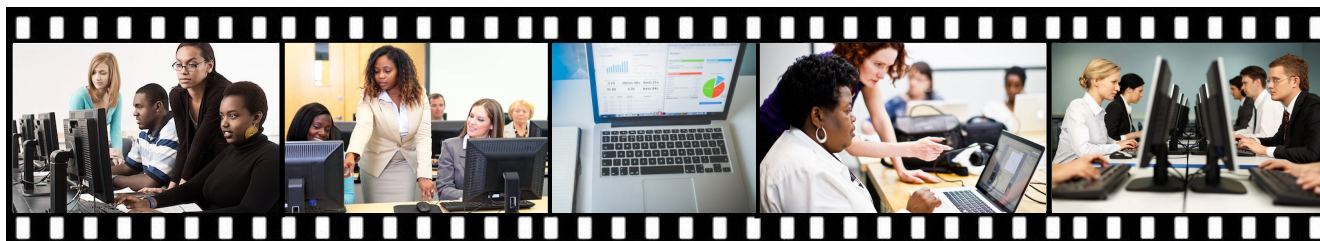
MS EXCEL 2010: An Introduction (WTT141)

Need an in-depth review of the basics of Excel? This is the course for you! Learn the best ways for creating, editing, formatting, and printing Excel worksheets. Then, enjoy a brief introduction to the “magic” of formulas, functions, and chart wizards. **Target Audience: All Staff**

Friday, October 20, 9:00 AM - 12:30 PM

MS WORD 2010: Using Styles, Graphics, Symbols, Charts & Transition (WTT131A)

Want to create more exciting, professional looking documents using MS Word? Learn to use *graphics, charts, and symbols* to communicate information visually rather than simply using text. Take your Word documents to the next level using *styles and themes*: predefined combinations of font style, color, text size, and effects. Broaden your communications by using the *translate* feature to translate words, phrases, paragraphs, or an entire document from one language to another. After completing this workshop, create eye-catching fliers, organizational charts, marketing materials, and other professional documents with your newly enhanced skills! **Target Audience: All Staff**



Friday, October 20, 1:30 PM - 5:00 PM

MS WORD 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)

This workshop will provide skills for organizing and presenting information in a variety of formats using MS Word. Learn to use the *mail merge* feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet. Learn how to summarize and present numerical data or text information in rows and columns using *tables*. Finally, are you looking for a way to collect and organize information from others? Learn to create *forms* that others can fill out electronically, including check boxes, text boxes, date pickers, and drop-down lists. **Target Audience: All Staff**

Tuesday, October 24, 9:00 AM - 12:30 PM

MS POWERPOINT 2010: Creating Powerful Presentations (WTT151A)

Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common “PowerPoint pitfalls” and learn how to handle questions and comments with ease.

Target Audience: All Staff

Tuesday, October 24, 1:30 - 5:00 PM

MS POWERPOINT 2010: Dynamic, Impactful PowerPoint Delivery (WTT151P)

Learn the fundamentals of delivering dynamic PowerPoint presentations. Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended, deal effectively with fear and anxiety, and handle questions and comments with confidence. **Target Audience: All Staff**

REGISTRATION: Go to www.cuny.edu/pdlm and click on **How Do I Register?** to complete the **PDLM E-Application**. Be sure to click on **SUBMIT** after you print your application for your supervisor's signature. **Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.**