College of Staten Island — The City University of New York

Office of Information Technology Services

Technology Training
Hands-On Classroom Sessions

Fall 2017

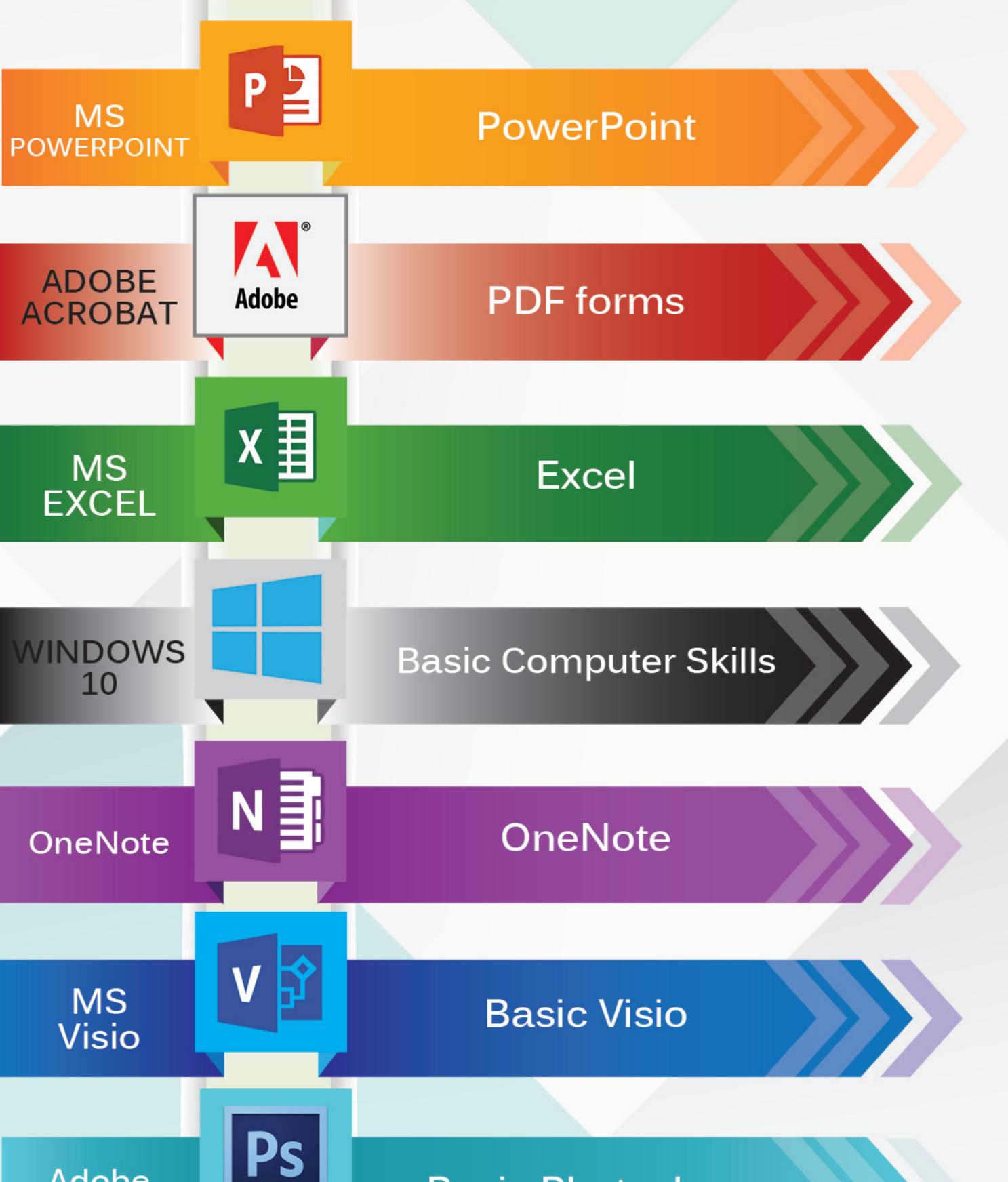|	
MS POWERPOINT	PowerPoint
ADOBE ACROBAT	PDF forms
MS EXCEL	Excel
WINDOWS 10	Basic Computer Skills
OneNote	OneNote
MS Visio	Basic Visio
Adobe Photoshop	Basic Photoshop
MS OUTLOOK / IM & CSI Applications	Outlook Calendar, IM, CSI Applications & Mobile Phone Sync

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

Classroom sessions are from 2:30pm - 4:00pm.

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

Session	Date
PowerPoint	October 26th, 2017
Adobe Acrobat	November 2nd, 2017
Excel	November 9th, 2017
Windows 10	November 16th, 2017
OneNote	November 30th, 2017
Basic Visio	December 7th, 2017
Basic Photoshop	December 14th, 2017
Outlook Dates: October 20th, November 17th & December 15th	

http://www.supersaas.com/schedule/CSITechnologyTraining/Fall_2017

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
September 19th, 2017
October 24th, 2017
November 21st, 2017
December 19th, 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...

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

More training sessions will be available Winter 2018.

New Training Facility coming Fall 2017!

Online Training coming soon!

What You Will Learn

Adobe Acrobat
- convert MS Office documents to a PDF
- create a form
- create a writable PDF document

MS Access I
- 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

Basic 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 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

MS Excel III
- create a chart
- create a pivot table
- create macros
- perform functions

What You Will Learn (continued)

Windows Movie Maker/NJVID
- create videos using Windows Movie Maker
- upload videos to NJVID digital media repository
- information on using NJVID for Blackboard

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

Adobe Photoshop (Basic)
- basic photoshop tools
- working with layers
- insert text, shapes & images
- file types/save & export

MS PowerPoint
- create a presentation
- import graphics to slides
- create hyperlinks
- custom animation
- transitions

UM/Voicemail
- how to customize voicemail

MS Visio (Basic)
- create flow charts, diagrams & org charts
- insert shapes, connectors & text
- save & export

MS Word I
- 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