

Technology Training Hands-On Classroom Sessions Spring 2018



Classroom sessions are Thursdays, 2:30pm - 4:00pm.

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

Windows 10	February 22nd, 2018
Mail Merge	March 8th, 2018
Excel II	March 15th, 2018
OneNote	March 22nd, 2018
Basic Visio	March 29th, 2018
Basic Photoshop	April 19th, 2018
Movie Maker	April 26th, 2018



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 27th, 2018
 March 27th, 2018
 April 24th, 2018
 May 22nd, 2018

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

Friday mornings 10:00am - 11:30am
 February 16th, 2018
 March 16th, 2018
 April 20th, 2018
 May 18th, 2018

Time Slots:
 10:00am - 10:20am | 10:30am - 10:50am | 11:00am - 11:20am

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**
10:30am - 11:30am
- 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...

2A-302
in our new training area!

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

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

**Stuck on
a problem?**

**Have a
question?**



**Need quick
help?**



**Call us!
We can provide
remote
assistance.**



**Don't Google,
call x2345!**



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

Windows 10 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