

## Technology Training Schedule

Summer 2018

### Classroom Sessions

Friday Sessions | 11:00am - 12:30pm

MS  
ACCESS



Tables,  
Queries, Forms & Reports

Tables | June 8th  
Queries | June 15th  
Forms & Reports | June 22nd

### Hybrid Sessions Online or in 2A-302

11:00am - 12:00pm

MS  
POWERPOINT



Using Animation in  
PowerPoint

PowerPoint | July 19th, 2018

MS  
OUTLOOK



Scheduling Assistant

Outlook | July 26th, 2018

OneNote



Creating a Notebook

OneNote | August 1st, 2018

MS  
Visio



Creating an Org Chart

Visio | August 9th, 2018

### One-on-One Sessions

20 Minute Sessions | Tuesdays 2:30pm - 4:00pm  
June 26th | July 24th | August 21st

Time Slots:

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

Register for any of the above sessions by  
scanning the QR code or visiting

[www.supersaas.com/schedule/CSITechnologyTraining/Summer\\_2018](http://www.supersaas.com/schedule/CSITechnologyTraining/Summer_2018)

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

