

Technology Training

Spring 2019


Classroom Sessions

2:30pm - 4:00pm



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

Classroom Sessions Will Be Held in 2N-115.

Adobe Photoshop  Basic Photoshop

Photoshop Thursday, February 14th, 2019

MS EXCEL  Excel III

Excel III Thursday, March 14th, 2019


Office 365  Office 365 & OneDrive

Office 365 Thursday, April 11th, 2019

MS WORD  Mail Merge

Mail Merge Thursday, May 16th, 2019

Introducing Lunch & Learn 12:00pm

Feb.  PowerPoint

Topics on PowerPoint in February

March  Excel

Topics on Excel in March

April  Access

Topics on Access in April

May  Word

Topics on Word in May

Lunch & Learn Sessions will be held online via Blackboard Collaborate.

Hands-On Meet, Greet & Learn One-on-One Session

Our 30 minute One-on-One session's are based on a topic of your choice. Sessions will be held on the following dates:

Wednesday mornings
10:00am - 11:00am

February 6th & 20th | March 6th & 20th
April 3rd & 17th | May 1st & 15th

Time Slots:

10:00am - 10:30am | 10:30am - 11:00am

Tell us in advance what you would like to cover & we will customize a session just for you.

Lunch & Learn

Join us for 10-30 minute online training sessions based on a different subject each month.

Each session will cover a specific topic relating to the subject of the month:

February - PowerPoint
March - Excel
April - Access
May - Word

A monthly calendar will be sent out by email at the beginning of the month with links to join each of the training sessions.

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

New Employee Technology Orientation

Getting Started with IT Training Sessions
are being held on:

**Call the Technology Training Team
to request a New Employee Training Session**

- ✓ 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!

Tech Byte Tuesdays

**Train at your desk
via Blackboard Collaborate**

Tech Byte Tuesday sessions are held via
Blackboard Collaborate.

February 5th, 2019

RAVE - CSI's Text Messaging System

March 5th, 2019

OneNote

April 9th, 2019

Using Blackboard Collaborate

May 7th, 2019

Office 365 Forms

To register for a Tech Byte Tuesday Session,
please go to the website or
use the QR Code below.



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

- 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

Windows Movie Maker/Illumira

- create videos using Windows Movie Maker
- upload videos to Illumira

What You Will Learn (continued)

Office 365 for Education

- Accessing Programs
- OneDrive
- File Backup

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