CUNY PROFESSIONAL DEVELOPMENT PROGRAM
JUNE 2012

TECHNOLOGY TRAINING
for All Staff

June 1, 9:30 AM - 12:30 PM
MICROSOFT OFFICE 2010: FIRST LOOK (WTT181)
Review the features of Microsoft Office 2010, including improvements to Word, Excel, and PowerPoint! Explore improved picture and video capabilities in PowerPoint, “Sparklines” (mini charts and graphs) in Excel, recovery of unsaved documents in Word, and internet-based versions of each application. Prerequisite: Working knowledge of MS Office Suite

June 1, 1:30 - 4:30 PM
PC ESSENTIALS (WTT109)
Self-taught computer users will gain the knowledge, skills and abilities necessary to conduct assigned tasks. Review the hardware components of the personal computer and become better acquainted with basic applications. Receive additional knowledge on managing files and folders, using e-mail, personalizing the PC, and browsing the internet.

June 5, 9:30 AM - 4:30 PM
PUBLISHER (WTT171)
This highly interactive workshop encourages participants to "bring their imaginations" to class. Participants will learn the basic skills for designing a professional publication with Microsoft Publisher. Also presented will be information on preparing publications for print, the "nudge" option, grouping elements, layering, and using the design checker. Prerequisite: Word Level 2 and/or PowerPoint Level 2

June 8, 9:30 AM - 4:30 PM
EXCEL LEVEL 2 (WTT241)
Expanding on the skills learned in Level 1, this workshop will give participants the ability to rotate chart text, plot data, work with objects, and sort and protect data. Participants will create headers and footers, sparklines, and work with formulas and functions (such as “if” functions). Prerequisite: Excel Level 1 course or placement via on-line assessment

June 12, 9:30 AM - 4:30 PM
WORD LEVEL 2 (WTT231)
Expand on the skills learned in Level 1, and learn to create flyers by using backgrounds, borders and shading, pictures, clipart and WordArt. Create fill-in forms, work with tables using formulas, and work with documents to include the use of reference commands. Work with macros and learn how to “protect” a document.

June 15, 9:30 AM - 4:30 PM
POWERPOINT (WTT151)
Participants will learn Power Point fundamentals for creating, modifying, and presenting basic presentations. Prerequisite: Working knowledge of Word Level 1

TO REGISTER: Complete the OHRM/PDLM Application, obtain your supervisor’s signature, and deliver the application to your campus Human Resources Office. Applications are available at campus Human Resources Offices and online at www.cuny.edu/training and must be received at least 10 days before a course starts. Dates are subject to change.