CUNY PROFESSIONAL DEVELOPMENT PROGRAM

JUNE 2014

Specialized Training in Desktop Technology Skills

Designed in accordance with feedback from CUNY technology training participants, four half-day training sessions will focus on some of the most important Microsoft Office software skills for CUNY employees across a variety of job groups.

Tuesday, June 10, 9:30 AM – 12:30 PM
MS EXCEL 2010: Formulas and Functions (WTT141A)
Need to perform calculations on data in an Excel spreadsheet? Learn how to create formulas and let Excel do the calculations for you! Then learn how to use functions (prewritten formulas) to shorten and simplify formulas. After this session, you’ll be able to use formulas and functions to perform simple or complex calculations on a single work-sheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions.

Tuesday, June 10, 1:30 PM - 4:30 PM
MS EXCEL 2010: Pivot Tables (WTT141P)
Need to perform an in-depth analysis of the data in your Excel spreadsheet or quickly answer an unanticipated question about your data? Learn to create a PivotTable or PivotChart report! Pivot tables allow you to summarize values in an Excel spread-sheet without having to create formulas to perform the calculations. Rearrange your summarized data simply by rotating row and column headings to create easy to read reports.

Tuesday, June 17, 9:30 AM - 12:30 PM
MS WORD 2010: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)
Want to create more exciting, professional looking documents using MS Word? Learn to use graphics, charts, and symbols to communicate information visually rather than simply using text. Take your Word documents to the next level using styles and themes: predefined combinations of font style, color, text size, and effects. Broaden your communications by using the translate feature to translate words, phrases, paragraphs, or an entire document from one language to another. After completing this workshop, create eye-catching fliers, organizational charts, marketing and promotional materials, and other professional documents with your newly enhanced skills!

Tuesday, June 17, 1:30 PM - 4:30 PM
MS WORD 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)
This workshop will provide skills for organizing and presenting information in a variety of formats using MS Word. Learn to use the mail merge feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet. Learn how to summarize and present numerical data or text information in rows and columns using tables. Finally, are you looking for a way to collect and organize information from others? Learn to create forms that others can fill out electronically, including check boxes, text boxes, date pickers, and drop-down lists.

REGISTRATION: Go to www.cuny.edu/pdlm, click on REGISTRATION, and then click on the PDLM E-Application link. Follow the instructions to complete and submit your E-Application (“E-App”). Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.