Develop yourself…
Expand your knowledge…
It’s time to invest in YOU!

Technology Made EZ

MS EXCEL 2010: Part 1
Friday, October 2, 9:30 AM – 4:30 PM (WT141)
Participants will create and edit basic Excel workbooks. For All Staff.

MS EXCEL 2010: Part 1
Tuesday, October 6, 9:30 AM – 4:30 PM (WT141)
Participants will create and edit basic Excel workbooks. For All Staff.

MS POWERPOINT 2010: Creating Powerful Presentations
Friday, October 9, 9:30 AM – 12:30 PM (WT151A)
Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common “PowerPoint pitfalls” and learn how to handle questions and comments with ease. For All Staff.

MS POWERPOINT 2010: Dynamic, Impactful PowerPoint Delivery
Friday, October 9, 1:30 – 4:30 PM (WT151P)
Learn the fundamentals of delivering a dynamic PowerPoint presentation. Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended, deal effectively with fear and anxiety, and handle questions and comments with confidence. For All Staff.

MS EXCEL 2010: Formulas and Functions
Friday, October 23, 9:30 AM – 12:30 PM (WT141A)
Learn how to create formulas and how to use functions (prewritten formulas) to shorten and simplify formulas. Perform simple or complex calculations on a single worksheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions. For All Staff.

MS EXCEL 2010: Pivot Tables
Friday, October 23, 1:30 – 4:30 PM (WT141P)
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 spreadsheet 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. For All Staff.

MS WORD 2010: Using Styles, Graphics, Symbols, Charts & Translation
Friday, October 16, 9:30 AM – 12:30 PM (WT131A)
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! For All Staff.

MS WORD 2010: Using Mail Merge, Tables, and Electronic Forms
Friday, October 16, 1:30 – 4:30 PM (WT131P)
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. For All Staff.

REGISTRATION: Go to www.cuny.edu/pdli, 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.