
Training invitation for staff

In collaboration with Human Resources, the Center for Teaching and Learning is offering two professional development opportunities designed specifically for staff:

Microsoft Word and Excel training



Microsoft Excel (Kristen Callahan) – Friday, October 21, 2016, 10:00a.m.-Noon, AD 234
Click on link to register for Excel training: <https://www.123signup.com/register?id=nvbpp>

Excel is a spreadsheet software program that is part of the Microsoft Office Suite. It is one of today's most useful and versatile business tools for data collection, sorting and analysis. However, if you're not familiar with its basic functions, formulas, commands, and keystrokes, you might find yourself feeling overwhelmed and stressed. Whether you are just beginning to use Excel or looking to upgrade your knowledge and advance your skills, *Excel 1.0* will help you discover the useful data analysis tools:

At the end of this training, you will be able to:

- Create, manage, save and rename workbooks and worksheets
- Increase your productivity with keyboard shortcuts
- Get started quickly with Excel templates
- Format and manage cell data
- Use formulas and shortcuts
- Create and customize charts
- Sort and filter data for analysis
- Print your worksheet and charts



MS Word (Andrea Lynch) – Tuesday, November 15, 2016, 1:30-3:30PM, AD 234
Click on link to register for Word training: <https://www.123signup.com/register?id=nvbnj>

Even though we may still take notes on paper or occasionally write a letter, we rely on our PCs, laptops and our mobile devices to create documents. One of the tools that allows us to do this more efficiently is MS Word. Microsoft Word is a sophisticated word processing tool which is part of the MS Office Suite that allows you to create text and format it using many options to enhance your document.

This training will focus on best practices, hints, tips, tools and techniques on the best use of MS Word. You will also use some new features such as:

- "Tell me what you want to do.."
- Sharing option (SkyDrive – able to access and perform actions on files even if offline)
- "Insights" (Smart lookup tool).