Professional Development for Administrators and Support Staff
Summer 2017

Word Processing

Mail Merge Using Microsoft Word 2010/2013/2016

In this half-day hands-on class, students will use Word and Excel data to create personalized form letters, labels, and directories (lists.) Learn to organize your data by sorting, and print selected records by filtering. *The prerequisite for this course is a strong working knowledge of Microsoft Word.*

July 18   9:00am – 12:00 Noon   Harrison - 450 Mamaroneck Ave.

Spreadsheet

Introduction to Microsoft Excel 2010/2013/2016

In a one-day course, students will work with the Microsoft Excel environment and create a basic worksheet. Topics include: Creating basic formulas; Calculating with functions (built-in formulas); Using the formula AutoComplete feature; Modifying and formatting a worksheet; and printing workbook contents. *There are no prerequisites for this course.*

July 13   9:00am – 3:00pm   Harrison - 450 Mamaroneck Ave.

Intermediate Microsoft Excel 2010/2013/2016
Comprehensive Subscribers Only

In a one-day course, students will create a running balance; custom sort data; wrap text; split data into separate columns; combine data into one column; create and use range names; work with multi-level spreadsheets; use conditional formatting; create a basic chart; and work with functions such as IF, COUNTIF and SUMIF. Participants will use DATEDIF to calculate current student age or employee years of service. Subtotals will also be covered. *The prerequisites for this class are Introduction to Microsoft Excel 2010/2013/2016 and a strong working knowledge of Microsoft Excel.*

August 2   9:00am – 3:00pm   Harrison - 450 Mamaroneck Ave.

Presentations

Introduction to Microsoft PowerPoint 2010/2013/2016

In a half-day course, students will learn to navigate the PowerPoint window; as well as use the Ribbon, Quick Access Toolbar, and the new Backstage View. Participants will: apply document themes; add, delete, and rearrange slides; create bulleted lists; add slide transitions; run the Slide Show; divide a presentation into sections; and print speaker notes and handouts. Additional topics include adding clipart, SmartArt graphics, animation, charts and tables. Students will use the Photo Album feature to quickly and easily display photographs; and edit pictures using the Remove Background Tool and Set Transparent Color option. The Screen Capture Tool will also be covered. *There are no prerequisites for this course.*

August 17   9:00am – 12:00 Noon   Harrison - 450 Mamaroneck Ave.

Productivity

Basics of Google Docs, Sheets, and Slides

In a one-day course, participants will focus on the web-based Google Apps for word processing, spreadsheets, and presentations. Create a Table of Contents in Google Docs with a few easy steps! Calculate the number of days, months, or years between two dates with the DATEDIF function in Google Sheets. Animate text and objects in Google Slides to create an exciting presentation! Learn to upload an existing Microsoft Word document to Google Docs, or save a Google Doc to Microsoft Word. Collaborate with others using shared files stored in the cloud (Google Drive.) *There are no prerequisites for this course.*

July 26   9:00am – 3:00pm   Harrison - 450 Mamaroneck Ave.

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Online Webinars – *These one-hour online demonstrations are designed to get you up and running quickly! Sit back, relax, and learn at your own desk!*

Microsoft Excel 2013 Charting Basics Webinar

If a picture is worth a thousand words, then an Excel chart must be worth a million! Learn to create a graphical representation of your data using MS Excel charts! *The prerequisite for this webinar is a working knowledge of Microsoft Excel.*

July 20   1:00pm – 2:00pm

<u>Online Webinars</u> (continued)

Microsoft OneDrive Basics Webinar (Office 365)

Learn to create, save, organize, and share documents in the cloud! Already have a file created? Upload it to Microsoft OneDrive and collaborate with your colleagues! *There are no prerequisites for this webinar.*

August 10   1:00pm – 2:00pm

NEW   **Microsoft Advanced Excel Tips Webinar: Compare and Merge Workbooks & Work with Multi-level Spreadsheets**

Would you like to save time using MS Excel? Attend this one hour online seminar and learn how to merge multiple similar copies of a workbook into a single copy. Save time by adding through multiple spreadsheets to summarize data. Group worksheets together in order to type and format multiple spreadsheets at the same time! *The prerequisite for this webinar is a strong working knowledge of MS Excel at the intermediate level.*

August 15   1:00pm – 2:00pm

Directions to the Training Site

LHRIC - 450 Mamaroneck Ave. Harrison
Lower Hudson Regional Information Center
450 Mamaroneck Avenue
Harrison, NY 10528

914-592-4203

*PLEASE NOTE: All administrative training courses will take place on the 3rd Floor. When approaching the building from the rear parking lot, please disregard the Main Entrance which leads to the 4th floor. To reach the 3rd Floor Reception area, please walk down the 3rd floor ramp (labeled with the blue LHRIC sign.) Our receptionists will direct you to the appropriate computer lab.

From WEST (Rockland)

From the Tappan Zee Bridge via the NYS Thruway proceed East on I-287. Take Hutchinson River Parkway South EXIT 9S, toward the Whitestone Bridge. Take EXIT 23S toward Mamaroneck. At the end of the ramp, make a right onto Mamaroneck Ave. The Lower Hudson Regional Information Center is a four-story office building on the left (white stone and glass facade), #450 Mamaroneck Ave. Parking is available in the back of the building. Please park in the section designated by the blue/purple SWBOCES/LHRIC banners on the light posts.*

From EAST

Take Hutchinson River Parkway South, toward the Whitestone Bridge. Take EXIT 23S toward Mamaroneck. At the end of the ramp, make a right onto Mamaroneck Ave. The Lower Hudson Regional Information Center is a four-story office building on the left (white stone and glass facade), #450 Mamaroneck Ave. Parking is available in the back of the building. Please park in the section designated by the blue/purple SWBOCES/LHRIC banners on the light posts.*

From NORTH

Take I-684 South via EXIT 1 toward Hutchinson River Parkway/New York City. I-684 South becomes the Hutchinson River Parkway South. Take EXIT 23S toward Mamaroneck. At the end of the ramp, make a right onto Mamaroneck Ave. The Lower Hudson Regional Information Center is a four-story office building on the left (white stone and glass facade), #450 Mamaroneck Ave. Please park in the section designated by the blue/purple SWBOCES/LHRIC banners on the light posts.*

From SOUTH

Take the Hutchinson River Parkway North. Merge onto Mamaroneck Ave via EXIT 23S toward Mamaroneck. Make a right turn onto Mamaroneck Ave. The Lower Hudson Regional Information Center is a four-story office building on the left (white stone and glass facade), #450 Mamaroneck Ave. Parking is available in the back of the building. Please park in the section designated by the blue/purple SWBOCES/LHRIC banners on the light posts.*