

## Lower Hudson Regional Information Center

### Summer 2017 Courses for Administrators and Support Staff

Please refer to our website at [www.lhric.org](http://www.lhric.org) for course descriptions and directions to [our location at 450 Mamaroneck Avenue in Harrison](#).

DATES	COURSE TITLE	TIME	PREREQUISITE
<b>July</b>			
13	<b>Introduction to Microsoft Excel 2010/2013/2016</b>	9:00 – 3:00	None
18	<b>Mail Merge Using Word 2010/2013/2016</b>	9:00 – 12:00	A strong working knowledge of MS Word
26	<b>Basics of Google Docs, Sheets, and Slides</b>	9:00 – 3:00	None
<b>August</b>			
2	<b>Intermediate Microsoft Excel 2010/2013/2016</b> <i>(Comprehensive Subscribers Only)</i>	9:00 – 3:00	Introduction to MS Excel 2010/2013/2016 & a strong working knowledge of MS Excel
17	<b>Introduction to Microsoft PowerPoint 2010/2013/2016</b>	9:00 – 12:00	None

**Online Webinars** – These one-hour online demonstrations are designed to get you up and running quickly!

DATES	WEBINAR TITLE	TIME	PREREQUISITE
<b>July</b>			
20	<b>Microsoft Excel 2013 Charting Basics Webinar</b>	1:00 – 2:00	A working knowledge of MS Excel
<b>August</b>			
10	<b>Microsoft OneDrive Basics Webinar (Office 365)</b>	1:00 – 2:00	None
15	<b>Microsoft Advanced Excel Tips Webinar: Compare and Merge Workbooks &amp; Work with Multi-level Spreadsheets</b>	1:00 – 2:00	A strong working knowledge of MS Excel at the intermediate level

**NEW**