

CUNY Professional Development Program



October 2018

Wednesday, October 3, 9:00 AM - 5:00 PM
MS EXCEL: An Introduction (WTT141)

This workshop is designed to provide participants with the skills to create, edit, format, and print worksheets. A brief introduction to formulas and chart wizards will be presented. Looking to refresh these skills? Then this is a course you should attend!

Target Audience: All Staff



Friday, October 19, 9:00 AM - 12:30 PM
MS WORD: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)

Want to create more exciting, professional looking documents using Microsoft Word? Learn to use *graphics, charts, and symbols* to communicate information visually rather than simply by 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 this workshop, create flyers, organizational charts, marketing materials, and other professional documents with your newly enhanced skills!



Target Audience: All Staff

Friday, October 19, 1:30 PM - 5:00 PM
MS WORD: Using Mail Merge, Tables, and Electronic Forms (WTT131P)

This workshop will provide skills for organizing and presenting information in a variety of formats using Microsoft 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 to summarize and present numerical data or text information in rows and columns with *tables*. Finally, are you looking for a way to collect and organize information from others? Learn to create *forms* that others can fill-in electronically, including check boxes, text boxes, date pickers, drop-down lists, and various other features.

Target Audience: All Staff

Friday, October 26, 9:00 AM - 12:30 PM
MS EXCEL: Formulas and Functions (WTT141A)

Need to calculate data in an Excel spreadsheet? Create *formulas* to let Excel do the calculations for you, and then use *functions* (prewritten formulas) to shorten and simplify your formulas. Learn to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, to combine multiple columns of data into a single column, and to effectively utilize the five most common Excel functions.

Target Audience: All Staff

Friday, October 26, 1:30 - 5:00 PM
MS EXCEL: Pivot Tables and Lookups (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 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.

Target Audience: All Staff



REGISTRATION: Go to www.cuny.edu/pdlm and click on **How Do I Register?** to complete the **PDLM E-Application**. Be sure to click on **SUBMIT** after you print your application for your supervisor's signature. **Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.**