

## JUNE 2008 TRAINING INFORMATION

The June training topics are listed below. Click the name of the session for a description, dates of training and registration information.

[Intro to Word 2003](#)

[Word 2003 Mail Merge](#)

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[GroupWise Calendars](#)

[Intro to Excel 2003](#)

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[Exercises in Excel - Intermediate](#)

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[Excel 2003 Charts](#)

[PowerPoint 2003](#)

Introduction to Word 2003 Kevin Ledbetter, Instructor Location: CCLIR 261B Wednesday, June 11, 2008 – 10:30 AM In this one-hour workshop designed for those new to word processing, you will learn to create, modify, and save documents. Understand how to use Word's menus, submenus, and toolbars to select font type and size, set page margins and line spacing, set tabs, and utilize Auto Spell Check and AutoCorrect features.

To register email [Kevin Ledbetter](#) Word 2003: Mail Merge

Kevin Ledbetter, Instructor Location: CCLIR 261B Tuesday, June 10, 2008 – 3:30 PM In this one-hour workshop designed for those with basic Word skills learn to use the Mail Merge Wizard to create a mass-mailing document. Understand efficient data file creation and the Mail Merge toolbar. Learn to use conditional formatting to customize your work. Discover how easy it is to create labels and envelopes for mass mailings.

To register email [Kevin Ledbetter](#)

Word 2003: Table of Contents

Kevin Ledbetter, Instructor Location: CCLIR 261B Tuesday, June 17, 2008 – 1:30 PM Wednesday, June 18, 2008 – 9:30 AM A useful feature of Word 2003 is its support of dynamic Table of Contents. In this one-hour workshop designed for those with basic Word skills, you will learn how to create dynamic Table of Contents using styles. In addition learn how to use section breaks to control page numbering.

To register email [Kevin Ledbetter](#)

GroupWise: Calendars Kevin Ledbetter, Instructor Location: CCLIR 261B Friday, June 6, 2008 – 2:30 PM The GroupWise Collaboration Suite has an integrated calendar that is a powerful tool designed to help organize your department. Calendaring topics covered during this 90-minute session will include detailed information on posted and group appointments, recurring appointments, busy searches, granting proxy access and rights to your calendar, and managing multiple calendar views.

To register email [Kevin Ledbetter](#)

Introduction to Excel 2003 Kevin Ledbetter, Instructor Location: CCLIR 261B

Thursday, June 5, 2008 – 1:00 PM This one-hour workshop is designed for those who are new to Excel. Learn to create, modify, and save workbooks. Work with formulas, cell references, number formatting, sorting, and basic functions. Insert, resize, and delete columns and rows. Learn to manage multiple worksheets.

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

Excel 2003: Functions, Functions, Functions Kevin Ledbetter, Instructor Location: CCLIR 261B Thursday, June 5, 2008 – 9:00 AM Thursday, June 5, 2008 – 2:30 PM This new 60-minute intermediate skill workshop will expose you to many of the Excel 2003 functions. TRIM, PROPER, LEN, FIND, and CONCATENATE are just a few of the tools you will use to manipulate text in Excel. Learn how to create IF statements and use VLOOKUP to populate fields. Use COUNTIF to create tallies, CONVERT to change Fahrenheit to Celsius, and PMT to calculate payments.

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

Exercises in Excel - Intermediate Level Kevin Ledbetter, Instructor Location: CCLIR 261B Thursday, June 12, 2008 – 10:30 AM In this very popular 90-minute intermediate skill workshop you will get hands-on experience creating a functioning workbook utilizing many of Excel's features, such as custom formatting, fill handles, freezing panes, absolute references, and conditional formatting. Discover working with Excel is easy, once you learn its powerful features.

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

Exercises in Excel - Advanced Level Kevin Ledbetter, Instructor Location: CCLIR 261B Wednesday, June 4, 2008 – 10:30 AM Thursday, June 12, 2008 – 2:30 PM This advanced level workshop was designed for experienced Excel power users. During this 90-minute workshop some of the more advanced functions and features within Excel 2003 will be covered. Learn to create static and dynamic named ranges, record macros, create command buttons with assigned code, enforce data validation with drop-down menus, and learn how to protect your worksheets.

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

Excel 2003: Charts Kevin Ledbetter, Instructor Location: CCLIR 261B Friday, June 13, 2008 – 9:00 AM Wednesday, June 18, 2008 – 1:30 PM This one-hour workshop is created for those with basic Excel skills. In this hands-on class learn how to choose the right chart for your data, and customize your charts to make them more attractive, memorable, and effective. The Chart Wizard makes it easy to turn your data into a meaningful visual. Your data will never look the same!

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

PowerPoint 2003 Kevin Ledbetter, Instructor Location: CCLIR 261B Friday, June 13, 2008 – 10:30 AM Learn how to create impressive presentations in this 90-minute workshop. Get an overview of the PowerPoint interface, learn how to format your entire presentation and create custom backgrounds using Master Slides. Insert text, pictures, video, audio and even You-Tube Flash Objects into your presentations. Learn the basics of animations and slide transitions; as well as packaging your presentation to a CD.

To register email [Kevin Ledbetter](mailto:Kevin.Ledbetter@valpo.edu)

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