



The Training Institute of THE ASSOCIATED

# Workshops 2009-2010

For monthly updates, workshop descriptions, fees and online registration, visit [www.thedfi.org](http://www.thedfi.org). For questions, call 410-843-7560.

DFI offers workshops for both professionals and lay leaders in our community. Please note that the audience is indicated for each workshop. Just as professionals' participation in workshops can be covered by their organization's supporting annual fee, lay leaders who pay an annual fee of \$72 can participate in any number of workshops.

## MARCH

### Effective Use of Skilled Volunteers in Service Delivery

Ashley Pressman

Thursday, March 4, 2010, 8:30-10 a.m.

Weinberg PH JCC

5700 Park Heights Avenue, Community Room

Pro



### Got Work-Life Balance? Young Professionals, Up to the Challenge

Cindy Goldstein

Friday, March 5, 9:30 - 11:30 am

Towson University, Hawkins Hall, Room 305

Young Pro



### Practical Issues in End of Life Care

Rabbi Jeffrey Orkin

Tuesday, March 9, 2010, 12-1:30 p.m.

Jewish Community Services Building

5750 Park Heights Avenue, Room 124

Lay/Pro

### Social Media, Take the Plunge

Jason Cohen

Wednesday, March 24, 2010, 3:30-5 p.m.

Weinberg PH JCC, 5700 Park Heights Avenue, Community Room

Lay/Pro

## APRIL

### Two Jews, Three Opinions

Rabbi Phil Miller

Wednesday, April 14, 2010, 12-1:30 p.m.

Jewish Community Services Building

5750 Park Heights Avenue, Room 124

Lay/Pro

### Supervision for the First Year Supervisor

Allison Rinker and Allyson Fisher

Tuesday, April 20, 2010, 8:30-10:30 a.m.

Jewish Community Services Building

5750 Park Heights Avenue, Room 309

Pro

### Achieving Your Goals and Building Relationships in Challenging Times: A Systematic Approach

Ron Shapiro

Wednesday, April 28, 2010, 11:30 a.m.-1:30 p.m.

THE ASSOCIATED, Board Room

Lay/Pro

## MAY

### Developing Your Best Personal and Professional Self (Series)

Deborah Grayson Riegel

Head Coach, My Jewish Coach

Wednesday, May 12, Monday, May 17, and

Wednesday, May 26, 2:30 - 5:00 pm

Jewish Community Services Building

5750 Park Heights Avenue, Room 124

Dinner will be provided.

(This session will be for Professionals for the three weeks.)



CEUs available for certain workshops. For workshop descriptions and the IT schedule go to [www.thedfi.org](http://www.thedfi.org) or call 410-843-7560.



THE ASSOCIATED

Celebrating 90 years



The following IT workshops are for Professionals.  
To register and for details: 410-843-7560 or [www.thedfi.org](http://www.thedfi.org)  
Each workshop is \$36, No charge for supporting organizations.

**Location:** Computer Classroom at the Center for Jewish Education (2<sup>nd</sup> floor Park Heights JCC)\_(All class held at 8:30 - 11:30 a.m)

## IT Workshops 2009-2010

### Mar 11 EXCEL Intermediate Fast Track

- Basic Formulas and Functions (Sum, Average, Min, Max)
- Absolute vs Relative References
- Charts

### Mar 17 Outlook – Calendars and Contacts

- Setting up Calendars and Contacts
- Appointments and Tasks
- Efficiently using Calendars and Contacts

### Apr 13 WORD 2007 Intermediate

- Tables
- Tabs
- Borders
- Format Painter
- Spacing

### Apr 15 Making Flyers/Inserting Graphics

- Inserting Graphics, Clip Art, Diagrams
- Page Borders
- Columns

### Apr 20 ACCESS Intermediate Slow Track

- Tables
- Queries
- Forms with Commands

### Apr 27 EXCEL – list and pivot tables

- Conditional Formatting
- Database functions
- Pivot Tables and Charts

### Apr 29 Windows

- Creating New Folders
- Finding Files and Folders
- Moving and Copying Files and Folders

### May 4 ACCESS Intermediate Fast Track

- Tables
- Queries
- Forms with Commands

### May 6 EXCEL – Templates, Multiple Worksheets, and Workbooks

- Templates
- Drill Entries
- Consolidation (3D references)
- Charting
- Headers/Footer

### May 11 ACCESS – Advanced – cross tab queries, calculations, and Reports

- Cross tab queries
- Calculations
- Reports

### May 13 Publisher

- Getting started with Publisher
- Inserting Text and Graphics
- Formatting