



IT Workshops for Professionals 2011-2012

Computer Lab: 5808 Park Heights Avenue, 8:30 – 11:30 am

Fee: *Pay-As-You-Go Organizations-\$36/participant; No charge for participants of organizations paying the annual supporting fee.*

*** New Policy:** *A cancelation must be made 24 hours prior to the workshop, otherwise a \$36 cancelation fee will apply.*

EXCEL Beginners – Slow track Thursday, November 3

EXCEL Window elements (scrolling, cells, ranges, formula bar, etc.)
EXCEL basic terminology (text, formulas, functions)
Rows and columns (insert, delete)
Format

WORD – Long Document Tuesday, November 15

Track changes
Dynamic table of contents
Captions
Cross references
Index
Headers/footers advanced
Cover pages

Recommended for grant writing documents

EXCEL Intermediate – Slow track Thursday, December 1

Basic formulas and functions (Sum, Average, Min, Max)
Absolute vs relative references
Charts

EXCEL Beginners – Fast track Thursday, December 8

EXCEL Window elements (scrolling, cells, ranges, formula bar, etc.)
EXCEL basic terminology (text, formulas, functions)
Rows and columns (insert, delete)
Format

ACCESS I - Tables Monday, December 19

Creating tables
Creating relationships
Creating forms

ACCESS II - Queries Tuesday, January 3

Creating queries
Modifying queries
Using information in tables, creating calculated fields
Finding information based on criteria
Creating forms based on the queries

ACCESS III - Reports Monday, January 9

Creating reports based on tables and queries
Making the reports look nice
Sorting and filtering the reports

EXCEL Lists

Thursday, March 15

- Sorting
- Filtering
- Conditional formatting
- Protecting
- Subtotals

EXCEL Intermediate – Fast track

Monday, April 30

- Basic formulas and functions (Sum, Average, Min, Max)
- Absolute vs relative references
- Charts

EXCEL Templates, Pivot Tables, Macros

Wednesday, May 2 (time change 9 a.m. -12 p.m.)

- Templates
- EXCEL Lists
- Pivot Tables and Charts
- Macros

EXCEL Functions and more

Tuesday, May 8

- If function
- Vlookup function
- Sumproduct function
- Many more functions

EXCEL Multiple Worksheets and Workbooks

Tuesday, May 15

- Drilling entries
- Consolidation (3D references)
- Linking cells and formulas
- Creating hyperlinks

HTML I

Thursday, May 31

Basic HTML tags writing/publishing

HTML II

Monday, June 18

- Pictures
- Tables
- Lists