CUNY Professional Development Program
June 2016

“TECHNOLOGY TAKEOVER”

Friday, June 3, 9:30 AM - 12:30 PM
MS POWERPOINT 2010: Dynamic, Impactful PowerPoint Delivery (WTT151P)
Learn the fundamentals of delivering dynamic PowerPoint presentations that gain attention and enhance credibility. Use visual aids as they are intended, deal effectively with fear and anxiety, and handle questions and comments with confidence. Target Audience: All Staff

Friday, June 3, 1:30 PM - 4:30 PM
MS POWERPOINT 2010: Creating Powerful Presentations (WTT151A)
Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common “PowerPoint pitfalls” and learn to handle questions and comments with ease. Target Audience: All Staff

Tuesday, June 7, 9:30 AM - 4:30 PM
MS EXCEL 2010: An Introduction - Level 1 (WTT141)
This workshop is designed to provide the skills to create, edit, format, and print worksheets. Looking to review these skills? Then, this is a course you should attend! A brief introduction to formulas and using chart wizards also will be presented. Target Audience: All Staff

Thursday, June 9, 9:30 AM - 12:30 PM
MS EXCEL 2010: Formulas and Functions (WTT141A)
Prerequisite: MS Excel 2010: An Introduction - Level 1 or at least a “savvy understanding.”
Learn to create formulas and to simplify them with functions. Perform simple or complex calculations on a single worksheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions. Target Audience: All Staff

Thursday, June 9, 1:30 - 4:30 PM
MS EXCEL 2010: Pivot Tables (WTT141P)
Prerequisite: MS Excel 2010: An Introduction - Level 1 or at least a “savvy understanding.”
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

Friday, June 17, 9:30 AM - 12:30 PM
MS WORD 2010: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)
Want to create more exciting, professional looking documents using MS Word? Learn to communicate information visually. Use styles and themes to produce predefined combinations of font style, color, text size, and effects. Broaden your communications by learning to translate words, phrases, paragraphs, or an entire document from one language to another. Create eye-catching fliers, organizational charts, marketing and promotional materials, and other professional documents with your newly enhanced skills! Target Audience: All Staff

Friday, June 17, 1:30 - 4:30 PM
MS WORD 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)
This workshop will provide skills for organizing and presenting information in a variety of formats using MS 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 using tables. 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, and drop-down lists. Target Audience: All Staff

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