

Class Title:

Excel I: Spreadsheet Basics

Class Description:

Spreadsheets are an effective way to keep track of data when you know what you're doing. Beginners can do more in Excel when they understand how to enter different types of data, determine cell addresses, select ranges, format values, rename and move worksheets, move and copy ranges, change column widths and row heights, and set up printing options. Visit www.goucher.edu/training to register, or email training@goucher.edu with any questions.

Class Date:

6/20/07

Class Time:

9:30AM-12:00PM

Location:

ALZ, the Center for Teaching and Learning Technology

Class Title:

Excel II: Calculations

Class Description:

This intermediate course explores the real reason why Excel is such a popular program -- the calculations! Create calculations that automatically update, perform functions from scratch and with the function wizard, use the AutoSum button, name ranges, copy formulas with AutoFill, work with absolute references, and finish the class with important tips on formatting your completed work. Visit www.goucher.edu/training to register, or email training@goucher.edu with any questions.

Class Date:

6/27/07

Class Time:

9:30AM-12:00PM

Location:

ALZ, the Center for Teaching and Learning Technology

Class Title:

Excel: Charting

Class Description:

Sometimes a picture is worth a thousand words! Learn how to express Excel data visually using charts and graphs. Visit www.goucher.edu/training to register, or email training@goucher.edu with any questions.

Class Date:

7/11/07

Class Time:

9:30AM-12:00PM

Location:

ALZ, the Center for Teaching and Learning Technology

Class Title:

Excel: Pivot Table Basics

Class Description:

Microsoft Excel has the capability of storing vast amounts of data. At first glance, it can be confusing to figure out what all the data means. PivotTable reports organize and summarize your data so that it doesn't just sit on a worksheet, waiting to be decoded by an experienced analyst. Learn how to create these powerful tables as well as some tips and tricks for effectively doing so! Visit www.goucher.edu/training to register, or email training@goucher.edu with any questions.

Class Date:

7/18/07

Class Time:

9:30AM-12:00PM

Location:

ALZ, the Center for Teaching and Learning Technology

Class Title:

Creating Interactive Forms

Class Description:

Use Word and Adobe Acrobat to create forms that can be easily completed on a computer and returned. Add text boxes, check boxes, and drop-down lists to your form and then turn it on for editing. (Note: Interactive forms are not "Web" forms but can be used through shared drives or e-mail to collect information) Visit www.goucher.edu/training to register, or email training@goucher.edu with any questions.

Class Date:

7/25/07

Class Time:

10:00AM-12:00PM

Location:

ALZ, the Center for Teaching and Learning Technology
