

Pacific Faculty and Staff Microsoft Office Hands-On Training

Classes taught by David Diskin, Microsoft Certified Professional

Time-Saving Shortcuts

Oct 1 (2:00 - 5:00pm)

Learn computer shortcuts that can save precious time every day in:

- Windows XP
- Microsoft Word
- Microsoft Excel, and
- Microsoft Outlook

Special focus will be given to Microsoft Excel and Outlook, covering a wide variety of tips that are guaranteed to save you time every day. Beginners and experts will all learn something new.

Access: Forms and VBA

October 15 (2:00 - 5:00 pm)

This class will demonstrate to participants how forms can be created to support user-input and retrieve information.

Concepts such as text controls, graphics, function buttons, and sub-forms will be covered.

The class will also offer an introduction to Visual Basic for Applications (VBA), used to enhance forms through macro-like commands.

This class assumes that you have attended an Introduction to Access class from David, and have some experience using Microsoft Access.

Excel: Intro to Excel

October 22 (2:00 - 5:00 pm)

This class will provide a foundation for participants new to Microsoft Excel.

Basic operations will be covered:

- entering and changing data
- effective formatting
- SUM function
- page setup for printing
- creating a simple chart

Participants will create their own annual budget report, with proper formulas and formatting, and then create a simple chart.

PowerPoint: Powerful Presentations

November 5 (2:00 - 5:00pm)

Intended for anyone who uses PowerPoint, including beginners and intermediate users, this class will help you perfect your PowerPoint skills, create a more compelling and informative presentation, and become a better presenter.

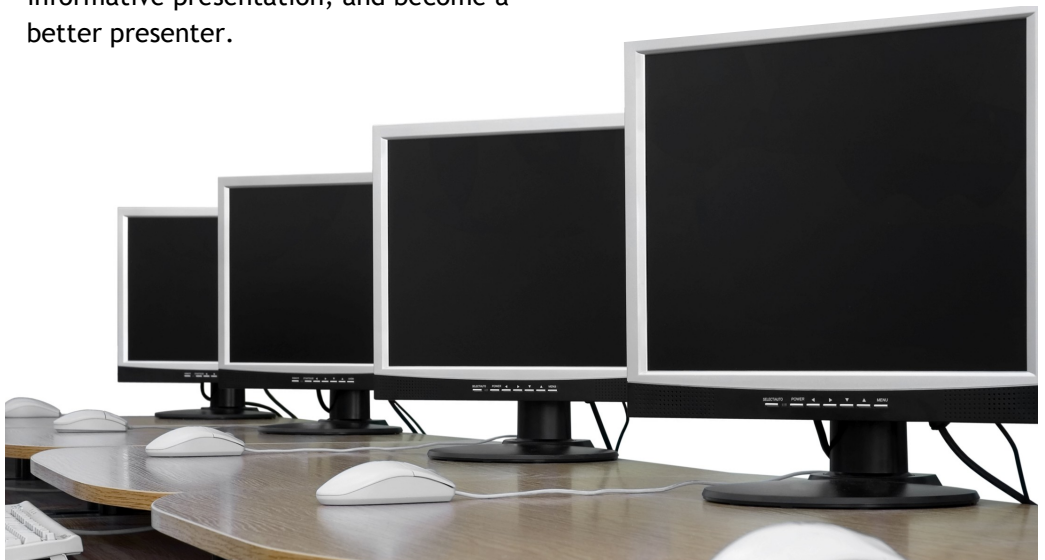
Excel: Advanced

December 3 (2:00 - 5:00pm)

Are you taking full advantage of Excel? Learn all that Excel has to offer with this advanced class that covers a variety of topics including:

- Pivot Tables
- Named Ranges
- Chart Customization
- Formula Auditing
- Linking to other Workbooks
- Locking a Worksheet and Workbook
- VLOOKUP database functions
- Text-manipulation functions

This class is intended for users already proficient in Excel.



Register Today:

- ✓ Hands-On Lab on Campus
- ✓ For Faculty and Staff
- ✓ Questions are Encouraged
- ✓ Free!

Fax attached registration form to 209.946.3916 or call 209.946.2424.