

## Summer Technology Training Schedule

### **How to Register:**

Please go to the registration page for HR training:

<http://applications.udayton.edu/admin/HR/HRcourse.nsf>

Under "Category Selection" pick "Brown Bag Luncheon" and select the session you would like to attend. All sessions will begin at noon.

**No Continuing Education form is required.**

If you have any questions, please contact Teshia Ligon ([teshia.ligon@notes.udayton.edu](mailto:teshia.ligon@notes.udayton.edu)) or Celine O'Neill ([oneill@udayton.edu](mailto:oneill@udayton.edu))

### **Excel 2007 Spreadsheet Basics – June 10 or July 15**

During this session, you will learn the following concepts of the Excel 2007 interface:

- Basic spreadsheet concepts
- Selecting data
- Quick calculations
- Navigation
- Using help and other resources

### **Computer Maintenance Basics – June 17 or July 16**

Learn the basics of computer maintenance utilities and UD-specific methods, including:

- Disk cleanup
- Scan disk with error checking
- Uninstalling programs
- Using Software.udayton.edu
- Disk defrag
- Updating virus definitions
- Registry cleaner

### **Archiving-Lotus Notes 8 – June 30 or July 21**

Learn the basics of archiving important emails in Lotus Notes 8, including:

- Managing emails and archives
- Archiving selected documents: accessing archived documents
- Archiving older documents: scheduling and archive of older documents
- Resources, Q&A
- Archived docs vs. server storage

### **PowerPoint 2007 Presentation Basics – July 1 or July 22**

Learn the basics of creating PowerPoint 2007 slide presentations. Topics include:

- Creating, adding, modifying and deleting slides
- Using help and other resources
- Inserting clipart
- Running a basic slideshow

### **Word 2007: Word Processing Basics – July 8**

Learn how to compose a document in Word 2007. Topics include:

- Word processing basics
- Formatting text and paragraphs
- Saving documents
- Using help and other resources
- Navigating through a document
- Working with margins
- Spelling and grammar checker

### **Access 2007 Basics – July 9**

Learn the basics of creating tables, relationships, forms, queries, and reports. Topics include:

- Creating tables: setting up relationships
- Creating a form: data entry forms
- Copying a table structure without the data
- Creating a simple query
- Creating a report