

**SOUTHERN WESTCHESTER BOCES
LOWER HUDSON REGIONAL INFORMATION CENTER**

**Professional Development for Administrators and Support Staff
Winter/Spring 2011**

Word Processing

Upgrading to Microsoft Word 2007

In this one-day hands-on class, learn to understand the Ribbon, Tabs and Groups, Customize the Quick Access Toolbar for easy access to your favorite commands. Use Live Preview and the new Galleries and learn tips for working efficiently in Word. Helpful handouts include instructions for Locating commands, Creating Tables, and Using Mail Merge in the new 2007 environment.

The prerequisites for this course are Introduction to Microsoft Word XP/2003 and a strong working knowledge of Word.

February 3 9:00am – 3:00pm Elmsford – 44 Exec. Blvd.

Introduction to Microsoft Word 2007

In a two-day course, participants will learn basic word-processing skills. Topics include: Creating, saving, editing, formatting, and printing a document; Inserting Symbols, Special Characters, and Illustrations; Creating and modifying Tabs and Tables; Indenting text; Creating Bulleted and Numbered Lists; Headers, Footers, Margins, and Page Breaks; and Adding Watermarks.

April 27 & 28 9:00am – 3:00pm Elmsford – 44 Exec. Blvd.

Upgrading to Microsoft Word 2010

In this one-day hands-on class, learn to understand the Ribbon, Tabs and Groups, and the new Backstage View. Use KeyTips, and customize the Quick Access Toolbar for easy access to your favorite commands. Use Live Preview and Galleries and learn tips for working efficiently in Word. Helpful handouts include instructions for Locating commands, Creating Tables, Customizing the Ribbon, and Using Mail Merge in the 2010 environment. This course is especially designed for users moving from Word XP/2003 to Word 2010. Newer Word 2007 users transitioning to Word 2010 may benefit as well. *The prerequisites for this course are Introduction to Microsoft Word XP/2003 or Introduction to Microsoft Word 2007, and a strong working knowledge of Word.*

April 11 9:00am – 3:00pm Elmsford – 44 Exec. Blvd

Mail Merge Using Microsoft Word 2007/2010

In this one-day hands-on class, students will use Word and Excel data to create personalized form letters, labels, and directories (lists). Learn to organize your data by sorting, and print selected records by filtering. *The prerequisite for this course is Upgrading to Microsoft Word 2007 or Introduction to Microsoft Word 2007 or Upgrading to Word 2010.*

February 15

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Intermediate Microsoft Word XP/2003

Comprehensive Subscribers Only

In a two-day class, participants will apply and create styles, as well as create templates from an existing document. In addition, students will use advanced table features, link Excel data to a Word document, insert an organizational chart, create a basic newsletter, and use comments in a Word file. The Mail Merge Wizard and Mail Merge Task Pane will be used to create personalized form letters and labels. *The prerequisites for this course are Introduction to Microsoft Word XP/2003 and a strong working knowledge of Word.*

March 17 & 18

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Spreadsheet

Introduction to Microsoft Excel XP/2003

In a two-day class students will learn the components of a worksheet and workbook. Topics include entering, editing, and formatting data; copying and moving cell contents; creating and using formulas, as well as creating basic charts, sorting (re-organizing data) and filtering (finding specific data).

February 9 & 10

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Upgrading to Microsoft Excel 2007

In this one-day hands-on class, learn to understand the Ribbon, Tabs and Groups, and Customize the Quick Access Toolbar for easy access to your favorite commands. Explore new extensive formatting features. Learn tips for working efficiently in Excel. Helpful handouts include instructions for Locating commands, Charting, Managing Data, and creating macros in the new 2007 environment. *The prerequisites for this course are Introduction to Microsoft Excel XP/2003 and a strong working knowledge of Excel.*

March 8

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Introduction to Microsoft Excel 2007

In a two-day course, students will work with the Microsoft Excel 2007 environment and create a basic worksheet. Topics include: Creating basic formulas, Calculating with functions (built-in formulas), Using the formula AutoComplete feature; Modifying and formatting a worksheet; Printing workbook contents; and Managing large workbooks.

May 10 & 11

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

NEW

New Features of Microsoft Excel 2010

In this one-day hands-on class, learn to understand the Ribbon, Tabs and Groups, and new Backstage View. Customize the Quick Access Toolbar and create your own Tabs and Groups for easy access to your favorite commands. Use Contextual Tabs, Galleries, and Live Preview. Explore enhancements to: tables; sorting and filtering; conditional formatting; and charts. Use Sparklines (a miniature chart in a cell) to display data trends. Work with the Formula AutoComplete feature and SmartArt Graphics. An example of PivotTable and PivotChart enhancements will be covered as well. This course is especially designed for users moving from Excel XP/2003 to Excel 2010. Newer Excel 2007 users transitioning to Excel 2010 may benefit as well. *The prerequisites for this course are Introduction to Microsoft Excel XP/2003 or Upgrading to Microsoft Excel 2007 or Introduction to Microsoft Excel 2007, and a strong working knowledge of Excel.*

May 5

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Presentations

Introduction to Microsoft PowerPoint XP/2003

In a two-day course, participants will use PowerPoint to create and modify presentations. Topics include: using design templates, creating tables, drawing graphics, creating and editing column and organization charts, formatting and animating text, adding slide transitions, and creating speaker notes and handouts.

March 2 & 3

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Introduction to Microsoft PowerPoint 2007/2010

In a two-day course, students will learn to navigate the PowerPoint window; as well as use the Ribbon, Quick Access Toolbar, and the new Backstage View. Participants will: apply document themes; add, delete, and rearrange slides; create bulleted lists; add slide transitions; run the Slide Show, divide a presentation into sections, and print speaker notes and handouts. Additional topics include: adding clipart, SmartArt graphics, animation, charts and tables. Students will use the new Photo Album feature to quickly and easily display photographs; and edit pictures using the Remove Background Tool and Set Transparent Color option. The new Screen Capture Tool will also be covered.

May 18 & 19

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Intermediate Microsoft PowerPoint XP/2003

Comprehensive Subscribers Only

In a two-day class, participants will learn the more advanced features of PowerPoint. Topics include: creating a custom design template; animating objects; inserting sound clips; taking meeting notes with Meeting Minder; setting up a slide show to run continuously; recording a narration; packaging a presentation to run on another computer; adding a Word table, Excel chart and hyperlinks to a slide; creating a presentation from a Word outline; as well as sending a presentation to reviewers and applying reviewer changes. ***The prerequisites for this course are Introduction to Microsoft PowerPoint XP/2003 and a strong working knowledge of PowerPoint.***

May 23 & 26

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Productivity

NEW

Microsoft Excel 2007 Database

In this one-day course, students will learn to design and utilize a database. Topics include: sorting (re-organizing); filtering (searching for specific information); and subtotaling data. Learn to split and join data; convert formulas to values; and change text to uppercase, lowercase, or mixed (proper) case. Remove nonessential spaces and non-printing characters from your data with the Trim and Clean functions. Create, edit, and delete range names. Learn to use a vertical lookup table to search a large database for specific information. Create a drop-down list to facilitate data entry and minimize errors. Prevent or remove duplicate data. ***The prerequisites for this course are Upgrading to Microsoft Excel 2007 or Introduction to Microsoft Excel 2007, and a strong working knowledge of Excel.***

April 7

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Microsoft Excel 2007/2010 Charting

In a one-day course, participants will learn to create charts to represent their data. Topics include: creating a Quick Chart; changing chart types, styles, colors, layouts; adding titles and data labels; printing; and creating a user-defined template. Learn to work with special chart types. Scatter Charts show the correlation between two ranges of data, such as hours studied and test scores. Create a Pie of Pie Chart where the accompanying secondary pie shows the breakdown of one of the slices in your original pie chart. *The prerequisites for this course are **Upgrading to Microsoft Excel 2007** or **Introduction to Microsoft Excel 2007**, and a strong working knowledge of Excel.*

March 23

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Introduction to Adobe Acrobat Professional 9

This two-day course is a hands-on exploration of Acrobat Interactivity such as creating, annotating, or combining Portable Document Format (PDF) files; working with the Note Tool, Thumbnails, Bookmarks, and Buttons. Participants will learn to create interactive forms and compile the data sent back by users of the free Adobe Reader program. *The prerequisite for this class is **Introduction to Microsoft Word XP/2003/2007**.*

June 3 & 10

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Novell GroupWise E-mail and Calendar

In this one-day course, participants will use the calendar to schedule appointments for themselves and others; schedule a resource; and work with reminder notes. Students will learn to send, receive, reply and forward messages. Efficiency features such as: utilizing advanced message options; organizing messages in folders; using the Address Book; and creating a Mail Group will also be covered.

March 31

9:00am – 3:00pm

Elmsford – 44 Exec. Blvd.

Directions to the Training Sites

Elmsford - 44 Exec. Site: Lower Hudson Regional Information Center 44 Executive Blvd.
Elmsford, NY 10523
914-592-4203

From ROCKLAND (West)

Tappan Zee Bridge via the NY Thruway. Pass Exit 9 (Tarrytown), stay right on I287/87. Take Exit 8A (Route 119 Elmsford – Saw Mill Parkway North). On the off ramp bear right for Route 119. At the end of the ramp, make a left onto Route 119 (Elmsford). Go to the traffic light at Route 119 & Route 9A. Make a left-hand turn and go North on Route 9A. **(A)** Pass Sam’s Club and the Multiplex Movie Theater. The second light past the Multiplex Movie Theater is Executive Boulevard (Cross Westchester Executive Park). Make a right onto Executive Blvd. The Lower Hudson Regional Information Center is the first two-story office building on the right (white brick facade), #44 Executive Blvd. Visitor Parking is available in the front of the building, to the right of the entrance, as well as in our lower parking lot.

From EAST

Take 287 West getting off at exit 2 - Elmsford. Make a right onto Route 9A. Follow (A) above.

From NORTH

Taconic State Parkway South to Sprain Brook Parkway. Get off at the Eastview Exit (100C). Make a right at the end of the exit (traffic light) onto 100C. Go approximately 1 mile until you see a sign on the left that says Cross Westchester Executive Park. Make a left onto Clearbrook Rd. **(B)** Follow Clearbrook Rd. to stop sign at Executive Blvd. The Lower Hudson Regional Information Center is located straight ahead #44 Executive Blvd. (white facade will be facing you). Visitor Parking is available in the front of the building, to the right of the entrance, as well as in our lower parking lot.

Saw Mill River Parkway

South to Eastview Exit. Left onto Route 100C. Follow 100C for about a mile and make a right onto Clearbrook Rd. Follow (B) above.

From SOUTH

Sprain Brook Parkway North to Eastview exit. At light make a left onto Route 100C. Go about 1/2 mile to Cross Westchester Executive Park and make a left onto Clearbrook Rd. Follow (B) above.

Saw Mill River Parkway

North to Eastview Exit. Make right onto Route 100C. Follow 100C for about 1 mile and make a right onto Clearbrook Rd. Follow (B) above.

Elmsford - 50 Exec. Site: Lower Hudson Regional Information Center 50 Executive Blvd.
Elmsford, NY 10523
914-592-4203

(This location is next door to our main building at 44 Executive Blvd.)

From ROCKLAND (West)

Tappan Zee Bridge via the NY Thruway. Pass Exit 9 (Tarrytown), stay right on I287/87. Take Exit 8A (Route 119 Elmsford – Saw Mill Parkway North). On the off ramp bear right for Route 119. At the end of the ramp, make a left onto Route 119 (Elmsford). Go to the traffic light at Route 119 & Route 9A. Make a left-hand turn and go North on Route 9A. **(A)** Pass Sam’s Club and the Multiplex Movie Theater. The second light past the Multiplex Movie Theater is Executive Boulevard (Cross Westchester Executive Park). Make a right onto Executive Blvd. The Lower Hudson Regional Information Center at 50 Executive Boulevard is the second two-story office building on the right. Visitor Parking is available in the front of the building, as well as in the lower parking lot at 44 Executive Boulevard.

From EAST

Take 287 West getting off at exit 2 - Elmsford. Make a right onto Route 9A. Follow (A) above.

From NORTH

Taconic State Parkway South to Sprain Brook Parkway. Get off at the Eastview Exit (100C). Make a right at the end of the exit (traffic light) onto 100C. Go approximately 1 mile until you see a sign on the left that says Cross Westchester Executive Park. Make a left onto Clearbrook Rd. **(B)** Follow Clearbrook Rd. to stop sign at Executive Blvd. Turn left onto Executive Blvd. 50 Executive is the second building on the right. (A black and red sign sits at the entrance to the parking lot.)

Saw Mill River Parkway

South to Eastview Exit. Left onto Route 100C. Follow 100C for about a mile and make a right onto Clearbrook Rd. Follow (B) above.

From SOUTH

Sprain Brook Parkway North to Eastview exit. At light make a left onto Route 100C. Go about ½ mile to Cross Westchester Executive Park and make a left onto Clearbrook Rd. Follow (B) above.

Saw Mill River Parkway

North to Eastview Exit. Make right onto Route 100C. Follow 100C for about 1 mile and make a right onto Clearbrook Rd. Follow (B) above.