

Lower Hudson Regional Information Center

Winter/Spring 2011 Courses for Administrators and Support Staff

Please refer to our website at www.lhric.org for course descriptions and directions to various locations

DATES	COURSE TITLE	TIME	PREREQUISITE	LOCATION
February				
3	Upgrading to Word 2007	9:00 – 3:00	Introduction to Word XP/2003 & a strong working knowledge of Word	Elmsford – 44 Exec. Blvd.
9 & 10	Introduction to Excel XP/2003	9:00 – 3:00		Elmsford – 44 Exec. Blvd.
15	Mail Merge Using Word 2007/2010	9:00 – 3:00	Upgrading to Word 2007 or Introduction to Word 2007 or Upgrading to Word 2010	Elmsford – 44 Exec. Blvd.
March				
2 & 3	Introduction to PowerPoint XP/2003	9:00 – 3:00		Elmsford – 44 Exec. Blvd.
8	Upgrading to Excel 2007	9:00 – 3:00	Introduction to Excel XP/2003 & a strong working knowledge of Excel	Elmsford – 44 Exec. Blvd.
17 & 18	Intermediate Word XP/2003	9:00 – 3:00	Introduction to Word XP/2003 & a strong working knowledge of Word	Elmsford – 44 Exec. Blvd.
23	Excel 2007/2010 Charting	9:00 – 3:00	Upgrading to Excel 2007 or Introduction to Excel 2007 and a strong working knowledge of Excel	Elmsford – 44 Exec. Blvd.
31	Novell GroupWise E-mail & Calendar	9:00 – 3:00		Elmsford – 44 Exec. Blvd.

DATES	COURSE TITLE	TIME	PREREQUISITE	LOCATION
April				
7	Excel 2007 Database (NEW)	9:00 – 3:00	Upgrading to Excel 2007 or Introduction to Excel 2007 and a strong working knowledge of Excel 2007	Elmsford – 44 Exec. Blvd.
11	Upgrading to Word 2010	9:00 – 3:00	Introduction to Word XP/2003 or Introduction to Word 2007 & a strong working knowledge of Word	Elmsford – 44 Exec. Blvd.
27 & 28	Introduction to Word 2007	9:00 – 3:00		Elmsford – 44 Exec. Blvd.
May				
5	New Features of Excel 2010 (NEW)	9:00 – 3:00	Introduction to Excel XP/2003 or Upgrading to Excel 2007 or Introduction to Excel 2007 and a strong working knowledge of Excel	Elmsford – 44 Exec. Blvd.
10 & 11	Introduction to Excel 2007	9:00 – 3:00		Elmsford – 44 Exec. Blvd.
18 & 19	Introduction to PowerPoint 2007/2010	9:00 – 3:00		Elmsford – 44 Exec. Blvd.
23 & 26	Intermediate PowerPoint XP/2003	9:00 – 3:00	Introduction to PowerPoint XP/2003 & a strong working knowledge of PowerPoint	Elmsford – 44 Exec. Blvd.
June				
3 & 10	Introduction to Adobe Acrobat Professional 9	9:00 – 3:00	Introduction to Word XP/2003/2007	Elmsford – 50 Exec. Blvd.