



## *Course Schedule and Descriptions: January – July, 2012*

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[Click this link to register for a class](#)

### Staff Development Classes

<u>Class</u>	<u>Date</u>	<u>Time</u>	<u>Location – Health Sciences Pavilion, 7<sup>th</sup> Floor Doordan HSI</u>
Customer Service	February 28 <sup>th</sup>	1:00 p.m. – 3:00 p.m.	Doordan HSI- Classroom #3
	April 13 <sup>th</sup>	1:00 p.m. – 3:00 p.m.	Doordan HSI- Conference Room E
Spanish for Healthcare Professionals	May 17 – July 5 *Class meets on Thurs. for 8 weeks	8:30 a.m. – 10:30 a.m.	Doordan HSI- Classroom #5
American Sign Language I	April 10 – May 29 *Class meets on Tues. for 8 weeks	4:30 p.m. – 6:30 p.m.	Doordan HSI- Classroom #2
American Sign Language II	June 12 – July 31 *Class meets on Tues. for 8 weeks	4:30 p.m. – 6:30 p.m.	Doordan HSI- Classroom #2
Crucial Conversations Part 1	March 6 <sup>th</sup>	8:30 a.m. – 12:00 p.m.	Doordan HSI, 7 <sup>th</sup> Floor
	March 15 <sup>th</sup>	12:30 p.m. – 4:00 p.m.	Doordan HSI, 7 <sup>th</sup> Floor
Crucial Conversations Part 2	March 26 <sup>th</sup>	8:30 a.m. – 12:00 p.m.	Doordan HSI, 7 <sup>th</sup> Floor
	April 6 <sup>th</sup>	12:30 p.m. – 4:00 p.m.	Doordan HSI, 7 <sup>th</sup> Floor

### Microsoft Office 2010 Computer Classes

<u>Class</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Introduction to Excel	January 20 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	April 3 <sup>rd</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	201 Defense Highway

<u>Class</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
<b>Intermediate Excel</b>	February 10 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	April 27 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	June 28 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Advanced Excel</b>	March 13 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	May 24 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Excel Charts, Pivot Tables and Pivot Charts</b>	February 24 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	201 Defense Highway
	May 3 <sup>rd</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	June 21 <sup>st</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Intermediate PowerPoint</b>	February 2 <sup>nd</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	March 7 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	June 6 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	201 Defense Highway
<b>Intermediate Word</b>	January 26 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	May 16 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Advanced Word</b>	February 16 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	March 20 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	June 13 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Introduction to Microsoft Outlook</b>	January 31 <sup>st</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	April 24 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
<b>Intermediate Microsoft Outlook</b>	March 1 <sup>st</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2
	May 11 <sup>th</sup>	8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30p.m.	Doordan HSI- Classroom #2

**For more information about our programs and services, contact HRD:**

Jessica Hatfield, Learning and Development Coordinator

[jhatfield@aahs.org](mailto:jhatfield@aahs.org)

## Course Registration

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### Computer Training Classes

- You must have supervisor approval to attend a class and attendance is dependent upon scheduling needs.
- These programs are optional and are on unpaid time, unless approved by your supervisor.
- Each class is 3.5 hours - please indicate the time slot you are choosing to attend
- Please note location, some of the classes will be held at the Doordan Health Sciences Institute and some at Defense Highway location (201 Defense Highway) in the computer training room- please plan ahead for commute.

**[Click this link to register for a class](#)**

You may also register by going to the HR Development tab on the intranet, then clicking toward the bottom of the page to “Register for a Non Clinical Class”

**Each form must include your name and title; class name, day and time and cc: your supervisor for approval to attend.**

Confirmation will be sent to you via Outlook to verify your enrollment in a class

**Cancellation Policy - Please give 48-hour notice for any cancellations.**

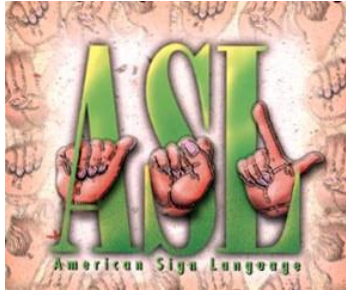
Because your training and development are important, we invest a great deal of time and resources in preparing for your class participation. Due to this investment, if you need to cancel your registration within 48-hours of the class start date, we ask that you find a replacement. HRD is committed to providing cost-effective, developmental opportunities. Meeting certain class attendance levels helps us fulfill this commitment. At times, we may be forced to cancel a class due to low enrollment. In this situation, you will be notified.

**Refer to the descriptions below for detailed topics covered in each class.**

## ***Staff Development Program Descriptions***

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### **American Sign Language**



**Part I-** This course introduces participants to the process and structure of American Sign Language and will provide students a basic understanding and ability to use the language. Topics include elementary sign language vocabulary, alphabet, visual retention, and basic patterns of American Sign Language.

**Part II-** This course builds upon vocabulary and sign skills from Part I including more complex grammar and increased vocabulary.

**Note:** This is an 8-week program, which meets once a week, and attendance at all programs is required for participation.

Participants will:

- Be able to better communicate with confidence with deaf or hearing-impaired persons
- Comprehend signing from other people
- Learn how to demonstrate awareness and sensitivity to the needs of the deaf and hearing impaired population

### **Spanish for Healthcare Professionals**

This program focuses on basic conversational Spanish as applied in a healthcare setting. Enhance your cultural competence with Spanish speaking patients and their families by learning command Spanish and interactive phrases. This continuing education course is designed to teach job specific phrases to nurses, hospital staff, medical technicians and other healthcare providers. No prior knowledge of Spanish necessary.

**Note:** This is an 8-week program, which meets once a week, and attendance at all programs is required for participation.

### **Customer Service**

To be successful in addressing customer needs, everyone, regardless of job title or responsibilities, must bring passion, motivation and a personal commitment to delivering exceptional service. All employees need to understand how their individual actions ultimately impact our customers. The session will help employees at AAHS to:

- Describe how their role impacts the mission, vision and values of AAHS
- Understand how we measure satisfaction and anticipate customers' needs
- Differentiate between good and exceptional customer service
- Identify key behaviors and actions to deliver amazing customer satisfaction

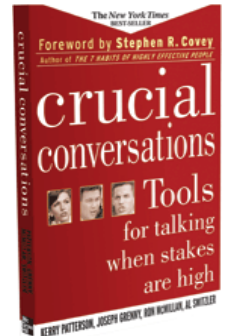
# Staff Development Program Descriptions

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## Crucial Conversations for Staff

### What is a Crucial Conversation?

A crucial conversation is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. These conversations, when handled poorly or ignored, will cause individuals, teams, and organizations to get less-than-desirable results. AAHS is making a commitment to enhance our collective ability to have crucial conversations effectively at all levels. We are continuing to offer courses for staff to learn these skills. Attendance to both part 1 and part 2 is encouraged. You must complete part 1 before attending part 2. If you participated in a program in 2010, you should attend Part 2.



- **Part 1** – This 3.5-hour overview course will expose you to key concepts and provide you with a guide and Crucial Conversations text for continued self-directed learning.
- **Part 2**- (*prerequisite – Part 1*) This 3.5 -hour course will dig a little deeper with key concepts and practice your skills with tailored exercises. You will also receive a guide for continued learning.

### Crucial Conversations training will assist you to:

- Resolve disagreements—accurately address concerns by talking respectfully, candidly, and skillfully with someone in a safe way
- Build acceptance rather than resistance—give and receive feedback in a way that enhances relationships and improves results
- Speak persuasively, not abrasively—effectively talk about high-stakes, emotional and controversial topics
- Foster teamwork—get the right people involved in a way that ensures better decisions



## **Introduction to Outlook**

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### Microsoft Office Outlook 2010 E-Mail – Organizational & Efficiency Techniques – Archiving

#### ***Understanding the Outlook Desktop***

- Using the Outlook Interface
- Changing menu Options
- Displaying and Hiding Toolbars
- Customizing the Navigation Pane
- Using the Folder List
- Using the Office Button & the Ribbon
- Using the Quick Access Toolbar
- Using the To-Do-Bar
- Using the Outlook Today Page

#### ***Sending & Receiving Messages***

- Using Outlook's E-mail Features
- Using the Mail Pane
- Sending a Message
- Performing a Manual Send/Receive
- Reading Messages in the Reading/Message Pane
- Using a Desktop Alert to Open a Message
- Using the Unread Mail Search Folder
- Changing the Read Status of a Message
- Replying to & Forwarding a Message
- Create a Distribution List

#### ***Formatting Outlook Messages***

- Inserting a File as Text into a Message
- Checking Spelling/Grammar as You Type
- Running the Spelling & Grammar Checker
- Creating a Bulleted List in a Message
- Finding Text in a Message
- Using the Thesaurus
- Inserting a Picture into a Message

#### ***Inserting & Working with Attachments***

- Attaching a File to a Message
- Saving a File Attachment
- Reading an Attachment in Word
- Using Picture Attachment Options
- Using the Office Clipboard

#### ***Creating Signatures & Links***

- Inserting a Hyperlink into a Message
- Creating & Inserting a Signature
- Selecting Default Signatures
- Creating a Quick Part

#### ***Archiving***

- Setting Auto Archive
- Setting Manual Archive
- Setting all folders according to their auto archive settings
- Archiving this folder and all subfolders
- Archiving items older than a certain date
- Change the location of the archive file
- Save archived items to flash drive

#### ***Tracking & Recalling Messages***

- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message

#### ***Automatic E-mail Management with Rules***

- Creating a Rule Based on a Message
- Creating a Rule using the Rules Wizard
- Changing the Value of a Rule
- Editing a Rule
- Managing Alerts
- Using the Out of Office Assistant
- Deleting a Rule

#### ***Organizing Your Inbox and Filing Messages***

- Arranging & Grouping & Sorting Messages
- Changing Folder Views and Creating New Folders
- Flagging a Message with a Reminder
- Creating a Custom Search Folder
- Moving a Message to a Different Folder
- Emptying the Deleted Items Fold

## Intermediate Outlook

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### Microsoft Office Outlook 2010 Calendar, Meetings, and Contacts

#### ***Scheduling with the Calendar***

- Using the Calendar Pane and Calendar Views
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Working with the Daily Task List
- Editing & Moving Calendar Items
- Setting a Calendar Item as Recurring

#### ***Viewing Multiple Calendars***

- Viewing Side by Side Calendars
- Using Calendar Overlay Mode
- E-mailing your Calendar Items

#### ***Managing Meetings***

- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Canceling a Meeting
- Creating Group Calendars

#### ***Using Categories & Queries to Organize***

- Assigning a Category to an Item
- Modifying a Master Category List
- Setting the Quick Click Category
- Applying the Quick Click Category
- Using Instant Search
- Customizing Instant Search
- Using the Query Builder
- Using the Advanced Find
- Using the Ways to Organize Pane

#### ***Creating Contacts & E-Business Cards***

- Using the Contacts Pane
- Adding & Editing a Contact
- Adding a Contact's Picture
- Using Electronic Business Cards
- E-mail & Receive an Electronic Business Card

#### ***Managing Contacts & Distribution Lists***

- Flagging a Contact for follow Up
- Adding a Reminder to a Follow Up
- Categorizing a Contact
- Tracking All Activities for a Contact
- Printing Contacts Information
- Deleting a Contact

#### ***VCards, Mail Merge, & Importing***

- Importing Data into an Outlook Folder
- Exporting Outlook Data
- Forwarding a vCard
- Sending Outlook Items
- Using Mail Merge with Word

#### ***Working with Tasks***

- Adding & Editing a Task
- Creating a Recurring Task
- Assigning a Task to Another Outlook User
- Accepting/Declining Tasks
- Indicating the Progress of a Task
- Sending a Status Report
- Viewing Tasks in the to-Do Bar
- Sorting & Deleting Tasks

## Intermediate Word

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Microsoft Office Word 2010 – Intermediate Topics Include:

### ***Tab Stops***

- Using Tab Stops
- Setting Tab Stops
- Deleting & Moving Tab Stops
- Clearing All Tabs
- Creating a Leader, Bar & Decimal Tab

### ***Create & Format Newsletter-Style Columns***

- Creating Newsletter-style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width & Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length

### ***Working with AutoFormat***

- Using AutoFormat as You Type
- Changing AutoFormat Options

### ***Inserting Pictures & WordArt***

- Inserting ClipArt
- Inserting & Formatting Pictures
- Creating & Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

### ***Mail Merge***

- Mail Merge Wizard
- Choosing Recipients
- Instant Merge Fields
- Inserting Dates
- Previewing Letters
- Envelopes
- Labels

### ***Selecting & Sorting Recipient Records***

- Creating a Recipient List
- Customizing & Rearranging Fields in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merged Fields

### ***Enhancing with Smart Art Graphics***

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style

### ***Using Lines & Shapes for Impact***

- Creating a Drawing Object
- Adding a 3-D Effect

### ***Efficiency with QuickParts & Fields***

- Creating a QuickPart
- Adding Pull Quotes and Text Boxes
- Inserting document Property Fields
- Using the Building Blocks Organizer

### ***Efficient Editing with Find & Replace***

- Using the Find & Replace Options
- Finding & Formatting Special Characters

### ***Using AutoCorrect for Quick Text Entry***

- Setting AutoCorrect Options/Exceptions
- Using the AutoCorrect Options Buttons

## Advanced Word

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Microsoft Office Word 2010 – Advanced Topics Include:

### ***Tracking Document Changes***

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Enabling Balloon Options
- Selecting Options for Show Markup

### ***Multi-user Collaboration & Commenting***

- Inserting & Managing Comments
- Viewing & Navigating Comments
- Displaying the Reviewing Pane
- Comparing & Merging Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup

### ***Creating & Navigating a Table***

- Entering Text into a Table
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table feature
- Converting Text into a Table
- Inserting Quick Tables
- Creating a Formula in a Table

### ***Saving Time with Templates***

- Selecting Existing Templates
- Creating & Modifying a Template

### ***Merging with Data from Another Program***

- Attaching a Data Source
- Merging with an Alternate Data Source

### ***Managing Headers & Footers***

- Creating Headers/Footers using the Galleries
- Inserting Page Numbers using the Gallery
- Inserting the Current Date, Time & Symbols
- Creating a First Page Header/Footer
- Alternating Odd & Even Headers/Footers
- Setting the Starting page Number
- Inserting a cover page

### ***Protecting and Sharing Documents***

- Working with Previous Word Versions
- Compatibility Checker
- Document Inspector
- Digital Signatures
- Restricting Permission
- Document Properties
- Word Options
- Finalizing Documents
- Saving a Document in PDF or XPS format

## Introduction to Excel

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Microsoft Office Excel 2010- Topics Include:

### ***The Excel Desktop & Ribbon***

- Using the Interface & Office Button
- Exploring Excel Options
- Using & Hiding the Ribbon
- Customizing Quick Access Toolbar
- Customizing the Status Bar

### ***Creating, Saving & Navigating in Excel***

- Creating & Saving a Workbook
- Using Key Tips

### ***Data Entry Tips, Tricks & Shortcuts***

- Entering and Editing Data
- Using Data Entry Shortcuts
- Checking Worksheet Spelling
- Creating a New Folder

### ***Creating Simple Formulas***

- Understand Simple Formulas
- Entering & Editing Formulas
- Using AutoSum
- Common Functions
- Absolute Cell References

### ***Formatting Numbers***

- Using Number Formats
- Using the Accounting Number Style
- Using the Percent and Comma Style
- Changing decimal places

### ***Formatting Text***

- Changing Font & Font Size
- Using Bold, Italics & Underlining
- Rotating text in a Cell
- Wrapping & Shrinking Text in a Cell
- Changing Cell Alignment

### ***Modifying Rows and Columns***

- Inserting Rows
- Inserting Columns
- Modifying Cell Width/Height
- Inserting Multiple rows and Columns
- Hiding/Unhiding Rows and Columns

### ***Data Alignment, Borders & Shading***

- Using the Merge & Center Button
- Changing the Vertical Alignment
- Using the Borders Button
- Using the Fill Color Button

### ***Copying Cell Formats to Save Time***

- Using the Format Painter Button
- Copying Formats to Non-Adjacent Cells
- Inserting & Deleting Selected Cells
- Inserting Cut & Copied Cells

### ***Printing Your Worksheet Data***

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range

### ***Page Setup: Controlling Printed Data***

- Setting Margin & Centering Options
- Changing Page Orientation & Paper Size
- Repeating Row & Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers & Footers

## Intermediate Excel

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Microsoft Office Excel 2010 – Intermediate Topics Include:

### ***Financial Formulas***

- Future Value
- Payment
- Goal Seek
- Changing Rate
- Scenario Manager

### ***Data Validation***

- Creating Drop Down List
- Validation Criteria
- Find and Circle Invalid Data
- Creating a Custom Error Message
- Creating a Custom Input Message
- Removing Duplicates

### ***Conditional Formatting***

- Highlight Cell Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule
- Text Formatting

### ***Copying & Moving Data & Formulas***

- Copying/Cutting & Pasting Data
- Using the Paste Options Button
- Creating Relative and Absolute Cell references
- Using Undo and Redo

### ***Outlining, Sorting & Filtering***

- Sort data, group and ungroup
- Sort on multiple levels
- Filter and Advanced Filter
- Conditional Sorting and Filtering

### ***Using Functions – Logical, Date and Financial***

- Using Function Arguments
- Using Financial, Logical & Date Functions
- Formatting Dates
- Revising Formulas

### ***Lookups***

- Lookup Purpose
- Vlookup
- Vlookup Exact match
- Hlookup
- Hlookup exact match

### ***Managing Data with Sort, Find & Replace***

- Sorting List
- Sorting in Ascending/Descending Order
- Finding & Replacing Data

### ***Filtering Data to Display Relevant Records***

- Enabling/Disabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Using Text and Number Filters
- Creating a Custom Auto Filter

### ***Managing Files & New File Formats***

- Changing Workbook properties
- Inspecting a Workbook
- Marking a Workbook as Final
- Saving to a PDF format
- Converting a File to 2010 Format

## Advanced Excel

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Microsoft Office Excel 2010 – Advanced Topics Include:

### ***Subtotals***

- Overview
- Subtotal Options
- Selecting visible data

### ***3-D Formulas & Grouped Worksheets***

- Copying & Moving Worksheets
- Using Grouped Worksheets
- Moving/Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in functions

### ***Conditional Logic***

- If Syntax
- If Statement
- And, Or, Not
- Sumif, Averageif, Countif
- Sumifs, Averageifs, Countifs

### ***Consolidating Worksheets***

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position

### ***Creating & Using Templates***

- Working with Templates
- Saving a Workbook as a Template
- Editing & Deleting Templates

### ***Protecting a Worksheet***

- Unlocking cells in a Worksheet
- Protecting & Unprotecting a Worksheet
- Creating/Deleting Allow-Editing Ranges
- Protecting/Unprotecting Workbook Windows
- Assigning/Removing a Password
- Opening a Password-protected file

### ***Consolidating Data from Multiple Workbooks***

- Opening Multiple Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving/Opening a Workspace
- Closing All Open Workbooks

### ***Sharing Workbooks***

- Track Changes/Insert Comments
- Reviewing Tracked Changes
- Accept/Reject change
- Managing/Resolving Conflicting Changes
- Setting Change History Options
- Signature Line
- Mark as Final
- Document Inspector

### ***Exporting/Importing Data***

- Exporting Data to Other Applications
- Importing Data from Access
- Importing Data from Text files
- Changing External Data Range Properties
- Importing Data from other Applications

### ***Working with Multiple Worksheets***

- Navigating between Worksheets
- Selecting & Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting & Deleting Worksheets
- Printing Selected Worksheets

## **Excel Charts, Pivot Tables and Pivot Charts**

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Microsoft Office Excel 2010

Charts, Pivot Tables and Pivot Charts Topics Include:

### ***Chart Types***

- Column, Line, Pie
- Bar, XY Scatter, Doughnut
- Picture, Thermometer and more
- Instant Chart

### ***Creating Charts to Present Data Visual***

- Determining the appropriate chart
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot direction
- Adding, Moving & Removing a Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart

### ***Advanced Charting Features***

- Adding, Formatting & Removing Gridlines
- Formatting an Axis & Changing Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trend line
- Display R-Squared value on chart

### ***Enhancing Data with Lines & Objects***

- Working with drawing objects
- Drawing Enclosed Objects
- Drawing and Formatting a Line
- Selecting Filled and Unfilled objects
- Moving & Resizing an Object
- Adding Text to an Object
- Selecting Text in an Object
- Changing & Removing the Fill Color

### ***Inserting Pictures & Graphics***

- Adding 3-D Effects & Shadows
- Drawing a Text Box and an Arrow
- Inserting Pictures
- Formatting Graphics

### ***Adding AutoShapes & SmartArt***

- Working with Shapes
- Drawing Callouts & Basic Shapes
- Drawing a Flowchart Shape and Block Arrows
- Adding and working with SmartArt

### ***Pivot Tables & Pivot Charts***

- Overview
- Creating Pivot Tables
- Choosing Fields
- Sub Fields
- Pivot Table Layout
- Filtering Pivot Tables
- Totals
- Modifying Pivot Table Data
- Pivot Charts

## **Intermediate PowerPoint**

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Microsoft Office PowerPoint 2010 – Intermediate Topics Include:

### ***Editing Multiple Presentations***

- Viewing Multiple Presentations
- Copying Text Between Presentations
- Copying Slides Between Presentations
- Copying Slides with Drag & Drop

### ***Using the Outline Tab for Quick Editing***

- Working with the Outline Tab
- Collapsing & Expanding Slides
- Demoting & Promoting Text Lines
- Moving Text Lines
- Adding/Deleting Slides in Outline View
- Rearranging Slides in the Outline View

### ***Creating and Customizing Charts***

- Inserting an Organizational Chart
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style & Layout
- Displaying Chart Analysis
- Formatting the Chart Background
- Displaying Chart Axes
- Working with Gridlines
- Formatting & Scaling the Chart Axes
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart

### ***Applying 3-D Effects & Data Markers***

- Formatting the Chart Data Markers
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart

### ***Inserting Word Tables & Excel Worksheets***

- Inserting a Word Table into PowerPoint
- Inserting an Excel Spreadsheet

### ***Creating & Formatting PowerPoint Tables***

- Creating/Inserting a PowerPoint Table
- Using Table Drawing Tool
- Applying a Table Style
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders

### ***Inserting & Controlling Picture***

- Working with Graphics
- Using the Clip Art Task Pane
- Using Slide Layouts
- Inserting a Picture
- Cropping a Picture

### ***Inserting & Resizing Graphics & Clipart***

- Moving & Resizing a Graphic
- Formatting & Recoloring a Graphic
- Inserting Clips with the Clip Organizer

### ***Picture Styles, Borders & Effects***

- Applying a Picture Style
- Applying Shape, Borders & Effects

### ***Drawing Lines, Shapes & Objects***

- Using the Drawing Group
- Drawing an Enclosed Object
- Changing Fill Color & Effect
- Drawing & Formatting Lines
- Creating a Text Box
- Rotating & Flipping Objects
- Arranging & Aligning Objects
- Grouping Objects

### ***Running a Slide Show***

- Running a Slide Show
- Navigating a Slide Show
- Creating Custom Shows

## Directions to Doordan Health Sciences Institute

Turn right at the Health Sciences Pavilion directional signs, to GARAGE E.  
 Proceed to the 7<sup>th</sup> Floor and go to Classroom #2



## Directions to Defense Highway Location

