


# **Pacific Faculty and Staff Microsoft Office Hands-On Training**

Classes taught by David Diskin, Microsoft Certified Professional


## **Blackboard: Beginners Only** *January 22 (9:00-11:00 AM)*

 Staff and faculty will learn how to use Blackboard to enhance their classes and provide a new method of sharing information with students and TAs.


This beginner class on Blackboard will demonstrate:

- setting up a new class
- adding students and TAs
- posting a syllabus
- posting announcements
- adding documents and slideshows
- using the calendar
- posting grades

## **Blackboard: Beginners Only Town Hall Demonstration** *January 22 (1:15-2:00 AM)*

 This format offers the audience the same information as the above class without being hands-on. As a result, it is a faster-paced class. Room 308.

## **PowerPoint: Intermediate** *January 22 (2:15 - 4:30 PM)*


 For those familiar with the PowerPoint basics, this class offers more advanced instruction on how to really make your slideshow be professional, eye-catching, and informative.

Learn how to manipulate the Master Slide, add a logo, and other ways to keep your audience awake. A special focus will be placed on fine-tuning formatting and images to help deliver easy-to-read slides that don't overwhelm your audience.

We'll wrap up with the Dos and Don'ts of PowerPoint and discuss how a slideshow can be improved.

A basic understanding of PowerPoint is required.

## **Excel: Tips and Tricks** *January 22 (11:15 - 12:00 PM)*

 Put Excel to work for you in this fast-paced class, intended for users who know Excel fairly well but are looking for more.

A wide variety of shortcuts and features will be demonstrated to the class, including:

- autosum tricks
- keyboard shortcuts
- series fills
- fit a sheet to a page
- filtering data
- working with multiple sheets
- protecting a worksheet

Basic Excel skills are required.

## **Register Today:**

- ✓ Hands-On Lab in Room 511B
- ✓ For Faculty and Staff
- ✓ Questions? Call HR x56511
- ✓ Free!



Register through <https://insidepacific.pacific.edu>

# **Pacific Faculty and Staff Microsoft Office Hands-On Training**

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## **Blackboard: Advanced** *January 23 (3:15-4:30 PM)*



In a follow-up class to yesterday, this advanced class on Blackboard will focus on assessment and other useful features of the online tool.

Specifically, this hands-on course will demonstrate:

- Creating an online quiz with a variety of questions
- Automating grading
- Assessment metrics
- Surveys and feedback
- Best practices
- Where to get help

## **Blackboard: Advanced Town Hall Demonstration** *January 23 (2:15-3:00 PM)*



This format offers the audience the same information as the above class without being hands-on. As a result, it is a faster-paced class. Room 308.

## **Excel: Intro to Formulas** *January 23 (9:00 - 12:00 PM)*



This class helps participants learn precisely how formulas work starting from the basics.

The class will start with simple arithmetic, demonstrating how to use basic arithmetic (including percentages) on cell values.

We will create an invoice template that does all the math for us, and then dive into other useful functions such as:

- average
- count
- min and max

Through this class, participants will feel comfortable writing their own formulas and using basic functions.

Basic Excel skills are required.

## **Word: Tips and Tricks** *January 23 (1:15 - 2:00 PM)*

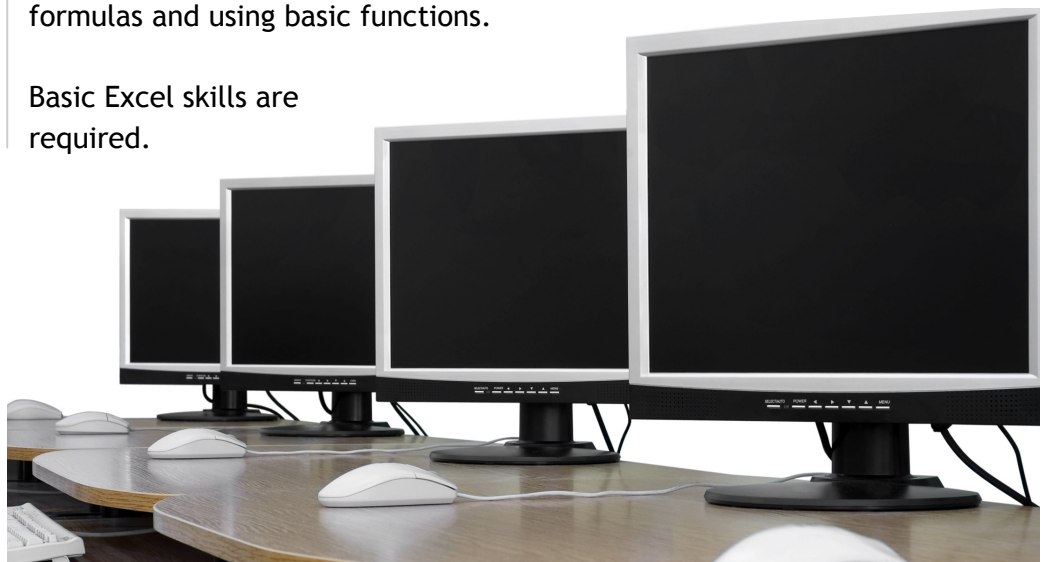


This crash-course class on Word will give beginners and experts a handful of time-saving tips.

Many shortcuts and features will be demonstrated, including:

- format painter
- printing an envelope
- selection shortcuts
- copy-and-paste shortcuts
- creating a template
- tracking changes
- locking a document
- other keyboard shortcuts

A basic understanding of Word is required.



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