

Business Technology Training Classes

February – May 2010

This is a current listing of all classes offered through the Business Technology Training Coordinator for February through May 2010. All classes are free and are available to any eligible staff or faculty employed by the University of the Pacific.

How to Enroll/Register for a Class:

1. Log in to [InsidePacific](#) and go to the “Faculty/Staff Development Online Registration” channel.
2. Click: ‘Enter’ on the channel description
3. Select: the class you want to enroll in
4. Click: Enroll button at bottom of page
5. The registration system sends a confirmation email after the participant submits a registration request via the “Online Registration System”.
6. Participant registration requests are not definite until an email message is received from the Business Technology Training Coordinator indicating class, date, time and location **OR** you’ve been placed on the waiting list.
7. Ten (10) participants is the maximum number of participants for each class.
 - a. The registration system displays 15 seats available for each class. Due to cancellations and no shows, the extra 5 seats provide the instructor with a waiting list.
8. All registration requests are first come, first served.

How to Cancel a Class:

1. To cancel a class please email the Business Technology Training Coordinator with the class name, date and time 2-3 days prior to class.

Outlook 2007 Calendar

Outlook is more than just an electronic communication tool; it is one of the most widely used tools in Outlook. You’ll create and reschedule a single appointment and recurring appointments, add a reminder to your appointments and schedule meetings with multiple participants. We’ll also take a look at color coding calendar items.

Pre-Requisite: None

Date: May 5, 2010

Time: 9:30 – 11:00

Outlook 2007 Tips ‘n Tricks

It’s always the “little” things in life that add up. This class brings together what might be considered the “little” things. You’ll practice recalling a message, using the Out of Office Assistant and how about stationery and themes to dress up those email messages! Have you ever wanted to draft an email, save it so it can be sent at a later date and time, only to forget about the email you already created? You’ll learn how to delay sending an email message among other things.

Pre-Requisite: None

Date: May 6, 2010

Time: 9:30 – 11:30

Business Technology Training Classes

What's New in Office 2007

Are you using Office 2007 and wondering where things went? The menu bar and the toolbar have left the office and the Ribbon has arrived! In this 2 hour session you'll discover how and why functions are grouped. You'll use Word, Excel and Outlook and examine and work with some of the new functions such as live preview. You'll also discover how easy it is to customize the Quick Access Toolbar.

Pre-Requisite: None

Date: February 17, 2010

Date: March 16, 2010

Date: April 15, 2010

Time: 9:30 – 11:30

Banner 8 Fundamentals

If you're new to Banner, this hands-on class will familiarize you with the Banner log-on process, navigation between forms and how to query (find) data in Banner. What you learn in this class can be applied to all Banner modules as this is not module specific training.

All attendees have the option to preview the Banner 8 Fundamentals Computer Based Training (CBT) prior to attending class. The CBT is located in InsidePacific and must be downloaded (saved) to your local computer.

NOTE: If you were a user on the Banner 7 system, it is not necessary to attend this class to be updated on the newer version. Navigating and querying did not change in Banner 8.

It is also an excellent refresher for current users.

Pre-Requisite: Must have a Banner userid and job function must encompass the use of Banner

Date: February 11, 2010

Time: 9:30 – 11:30

Orientation to Pacific's Business Technology

This class covers a variety of topics that are 'Specific to Pacific'. Some of the topics to be covered include; computer support procedures, InsidePacific usage, Locksmith, subscribing to E-News, PacificCard uses and adding money electronically and accessing Pacific E-Mail when off campus.

Pre-Requisite: None

Date: February 18, 2010

Time: 9:30 – 11:30

Business Technology Training Classes

Word 2007 Document Collaboration

Have you ever created a draft document and gave it to an individual or a committee to review, only to have it returned full of red markings? Word 2007 offers the ability to do this electronically! You'll learn about tracking revisions, accepting or rejecting them. You'll use the comment function...gone are the yellow sticky notes!

Pre-Requisite: Must be a current Word user and have familiarity with the program.

Date: April 7, 2010

Time: 9:30 – 11:00

Word 2007 Templates

Want to save yourself some time but still create a great looking document? A Word template provides the shell for a various types of documents such as a memo, report, meeting notes, etc. You'll explore the many uses and styles of templates. Do you type the same text repeatedly or insert the same table or object over and over again. You'll discover how to save yourself some time by learning how to create a building block, which stores frequently used text and/or graphics.

Pre-Requisite: None

Date: April 8, 2010

Time: 9:30 – 11:30

Excel 2007 Pivot Tables

Have you been asked to analyze your spreadsheet data in such a way that you feel like turning and running away? If so, this is the class for you! Creating a PivotTable is a great way to summarize and analyze list data. We will cover the ins and outs of PivotTables—how to create them, modify their structure, and edit the data a PivotTable is based on.

Pre-Requisite: Must be a current Excel user and have familiarity with the program.

Date: March 17, 2010

Time: 9:30 – 11:00

Excel 2007 Formulas

Excel has hundreds of different formulas and functions, some as simple as adding and subtracting or as complex as statistical, financial, and scientific calculations. We will work with both formulas and functions, create range names, AutoCalculate. We'll also learn how to use the Error Checking function.

Pre-Requisite: Must be a current Excel user and have familiarity with the program.

Date: March 18, 2010

Time: 9:30 – 11:00