

Business Technology Training Classes

September - November 2009

This is a current listing of all classes offered through the Business Technology Training Coordinator for September through December 2009. The classes listed below are not listed in date order, they're grouped by application. All classes are free and are available to any eligible staff or faculty employed by the University of the Pacific.

To **register** for any of these classes, you must log in to [InsidePacific](#) and go to the "Faculty/Staff Development Online Registration" channel.

Outlook 2003 Calendar

Outlook is more than just an electronic communication tool; the Calendar is one of the most widely used tools in Outlook. In this class you'll learn how to create and reschedule appointments, add a reminder to your appointments so that you don't forget about them, and how to view your schedule using the various Calendar views. You will also learn how to create a recurring appointment, such as a weekly staff meeting.

Pre-Requisite: None

Date: September 9, 2009

Time: 9:30 – 11:00

Outlook 2003 Organizing Information

Do your papers and files tend to pile up on your desk and become messy? The same thing happens after you've worked with Outlook for a while – your e-mails, tasks, and appointments start becoming disorganized and harder and harder to find. This class will teach you how to take control and organize your Outlook information by utilizing the folder list, categorize group and flag Outlook items to make them easier to find and work with.

Pre-Requisite: None

Date: October 28, 2009

Time: 9:30 – 11:30

Banner 7 Fundamentals

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 7 Fundamentals Computer Based Training (CBT) prior to attending class. The CBT is located in InsidePacific and must be downloaded (saved) to your local computer.

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: September 10, 2009

Time: 9:30 – 12:00

Business Technology Training Classes

Budget Essentials 1

As a hands-on overview course, the topics cover the basic tools in Banner required to manage a budget, including various queries and reports. This course is targeted for new employees in a position to manage budgets or as a refresher for those currently managing budgets.

Pre-Requisites: Must have Banner Finance access.

Register By: September 11, 2009

Date: September 22, 2009

Time: 9:00-11:00

Register By: October 9, 2009

Date: October 21, 2009

Time: 1:00-3:00

Register By: December 4, 2009

Date: December 17, 2009

Time: 9:00-11:00

Excel 2003 Tips 'n Tricks

Ever thought there must be a better way to view and work with two spreadsheets side by side? Have you ever wondered if there's a way to print more data on a single piece of paper? How about scrolling through a large list of data and losing the column or row headers so you no longer know what you're looking at? This class provides answers to these questions and more!

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

Date: September 24, 2009

Time: 9:30 – 11:00

Excel 2003 Sorting & Filtering Data

Excel can store large or small amounts of information in the form of a list. Once a list is created in Excel it can be sorted and filtered to display specific information, for example a specific zip code from a list of addresses used for a mail merge. This class will demonstrate how to create a sort based on one or more criteria and be able to filter the data, regardless of size.

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

Date: October 21, 2009

Time: 9:30 – 11:00

Excel 2003 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 and use the IF function to name a few.

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

Date: November 10, 2009

Time: 9:30 – 11:00

PowerPoint 2003 Fundamentals

You will learn the basics of how to create a presentation. Once you understand the basics, you'll learn to edit your slides, check for spelling errors, etc. It's always more effective when it's attractively designed and formatted, the fun begins here...adding pictures, graphics, and visuals, changing your color scheme or background.

Pre-Requisite: None

Pre-Requisite: None

Date: September 30, 2009

Time: 9:00 – 11:00

Business Technology Training Classes

Word 2003 Mail Merge

We'll uncover the many ways to accomplish this task by utilizing different fonts, headers, footers, etc. How about the ability to present information in an organized and attractive manner, this is one of the many benefits of using tables. You'll also learn how to insert a table, add and delete columns and/or rows and format the table with borders and shading.

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

Date: November 11, 2009

Time: 9:30 – 11:00

Word 2003 Formatting & Tables

You only have one chance to make that first impression! Knowing how to format characters and paragraphs gives your documents more impact and makes them easier to read. We'll uncover the many ways to accomplish this task by utilizing different fonts, headers, footers, etc. How about the ability to present information in an organized and attractive manner, this is one of the many benefits of using tables. You'll learn how to sort information, add and delete columns and/or rows and format our table with borders and shading.

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

Date: October 29, 2009

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, Pacific's video/audio conferencing capabilities and an overview of phone fundamentals.

Pre-Requisite: None

Date: October 14, 2009

Time: 9:00 – 11:30