

Technology Training Program
Class Description and Instructors
Fall 2015

Customizing Forms in Access 2013

Instructor: *Roberto Castillo*

Microsoft Access is a database management tool that helps you organize, sort and report information you need to access every day. After form objects are created with the Wizard, the Design View can be used to manipulate the content of these objects to create a more functional and easier to use object. In this workshop you will learn how to change the appearance of a form; Move, size, or align fields; Change label text or a control source; And add a field or control.

Prerequisite: Basic knowledge of Access 2013

Extracting Data with Queries in Access 2013

Instructor: *Roberto Castillo*

In this session you will learn how to harness the power of queries. You will learn about all the different types of queries: simple select queries, parameter queries that prompt you for more information, crosstab queries that summarize records in an easy understand format, action queries that actually modify the records in your database.

Prerequisite: knowledge of Access 2013

Formulas and Functions in Excel 2013

Instructor: *Roberto Castillo*

Formulas are the heart and soul of a spreadsheet. Without formulas, Excel would be nothing more than a grid you could use to enter numbers and text. In this session, you'll learn how formulas can do a lot more than just adding, subtracting, multiplying, and dividing. The instructor will also go over a selected number of Excel formulas you can use to create different kinds of calculations.

Prerequisite: Basic knowledge of Excel 2013

Introduction to Access 2013

Instructor: *Roberto Castillo*

Microsoft Access is a database management tool that helps you organize, sort and report information. Newly added features make this application easier to use. The instructor will show you how to combine these new options with old database concepts to quickly create database systems. The course will cover: understanding Objects, filtering information, manipulating Tables, designing simple Forms and Reports.

Prerequisite: Familiar with Excel 2013

Introduction to Excel 2013

Instructor: *Roberto Castillo*

This introductory course will cover the basics of Excel. The course will cover how to navigate through the interface, the differences between a text and a numerical entry, formulas, formatting (inserting, copying, moving and erasing data), adjusting Rows and Columns and creating a basic Chart.

Prerequisite: knowledge of Word

Introduction to PowerPoint 2013

Instructors: *Roberto Castillo*

This workshop will help you get started working with PowerPoint to quickly and easily create presentations. You will learn how to use &

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manipulate themes, outline your ideas, add & modify text, insert clip arts and add animation to your presentations.

Prerequisite: Familiar with Word 2013

Mail & E-Mail Merge in Word 2013

Instructor: *Roberto Castillo*

The Mail Merge Wizard lets you create customized letters, labels, envelopes, directories and e-mail messages. It allows you to produce multiple documents by combining data (created in Word, Excel, Access or Banner) such as names and addresses with a merge template that the user creates. The instructor will show you how to create different kinds of templates and how to merge the templates with a data file to generate letters, labels and e-mail messages.

Prerequisite: Basic knowledge of Word 2010/2013

Making your PowerPoint 2013 Presentations More Visual and Dynamic

Instructor: *Roberto Castillo*

The instructor will show you how to use the Chart and SmartArt tools in PowerPoint to convert text into graphics to give rich visuals and variety to your presentations

Prerequisite: Intro to PowerPoint 2013

Managing Lists in Excel 2013

Instructor: *Roberto Castillo*

The instructor will show you how to create an interactive table in Excel which will allow you to classify and summarize information. Topics covered in the course: Sort, AutoFilter and **Advance Filter**, Form, Subtotals, the PivotTable, and **Data Validation**.

Prerequisite: Basic knowledge of Excel 2013

Managing Multiple Tables in Access 2013

Instructor: *Roberto Castillo*

In this workshop, the instructor will show you how to link multiple tables to create relational databases (one-to-many) and use Forms and Queries to manipulate data store in these tables.

Prerequisite: basic knowledge of Access 2013

Managing your Mailbox Space in Outlook

Instructor: *Roberto Castillo*

Learn how to keep your Mailbox organized in Outlook and prevent it from running out of space. Outlook provides you with the tools you need to manually or automatically group and organize similar information. Some of the features covered in this course are creating folders, moving items manually or automatically to folders and Archiving information.

Prerequisite: Basic knowledge of Outlook

Managing your Workbooks in Excel 2013

Instructor: *Roberto Castillo*

In this class, you'll learn how to work with and manage workbooks. You'll learn how to move between the worksheets, add, rename, move, and delete worksheets, split and freeze worksheets, add headers, footers, and page numbers, adjust the margins, page size and

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orientation, and how to create formulas that reference information from several different worksheets.

Prerequisite: Basic knowledge of Excel

Office 365 for Collaboration
Instructor: *Roberto Castillo*

Microsoft offers Office 365 for **FREE** as long as you remain a Stockton employee. This includes versions of Word, Excel, PowerPoint and OneNote on the cloud, as well as OneDrive, Microsoft cloud-based storage service. With OneDrive and Office, you can create, sync, upload, share documents, and collaborate with other users. You'll learn how to start a OneDrive account, create an office document and manage your files from your desktop/laptop or mobile device.

Familiar with Microsoft Office applications helpful

Office365 OneNote
Instructor: *Roberto Castillo*



OneNote is a digital notebook that provides a single place for all of your notes and information—everything you need to remember and manage in your life at home, at work, or at school.

In OneNote, your notebooks never run out of paper. They're easy to reorganize, print, and share, and they have a fast search feature so you can recall anything instantly. Best of all, you can store your notebooks online and use them from anywhere.

PowerPoint 2013: Transitions and Animations
Instructor: *Roberto Castillo*

This class is for users familiar with PowerPoint. Learn how to customize and manage transitions and animations in your presentation.

Producing Professional Reports in Access 2013
Instructor: *Roberto Castillo*

If you have worked with forms in Design View, you are in somewhat familiar territory. The Design View of the Report Object allows you to change text properties; add lines, boxes, and graphics; summarize and organize information by adding totals by day, week or month to your report; and group your data.

Prerequisite: Basic knowledge of Access 2013

Sedona
Instructor: *Ronnie Carlini*

SEDONA is a self-service web database program that allows faculty (or staff) to use the Internet to maintain teaching, research, and service records. Keeping the database up to date with faculty records will allow faculty members to maintain an updated CV template, which is then easily downloadable to word or PDF format! Administrators will in turn be able to document accreditation information, manage post-tenure reviews, and create a variety of reports.

Sway for Office365
Instructor: *Roberto Castillo*



Sway is a web centric tool in Office365 that allows users to create and share interactive reports, presentations, personal stories, and more. Sway works within your browser, so no installation is needed to build and share your presentation.

The VLOOKUP Function in Excel 2013

Instructor: *Roberto Castillo*

If you use Excel frequently, sooner or later you are going to need to look up values in a table. Instead of scrolling through layers and layers of text to find your answer, the VLOOKUP function allows you to quickly and easily find values which are linked to a table. This way, Excel can do most of the work for you and you can get to the more difficult task of actually analyzing the data you find.

Prerequisite: familiar with formulas and functions in MS Excel 2013

Understanding Field Properties in Access 2013

Instructor: *Roberto Castillo*

A property is an attribute that defines an object's appearance, behavior, or characteristics. For example, a car's properties would include its color, make and model, and shape. A property for a numeric field might be the number of decimal places displayed or the maximum number of characters a field can hold. The instructor will show you how to work with a Table's Field Properties to specify the kind of information the table can store.

Prerequisite: knowledge of Access 2013

Working with Tables in Word 2013

Instructor: *Roberto Castillo*

Tables allow you to present information in an organized, attractive manner. In Microsoft Word, a table is a grid of rows and columns containing boxes (called cells) of text or graphics. Unlike a table that you might create with tabs, you can easily add or delete text in a grid-based table without affecting the arrangement of text in columns. Learn how to sort your information, add and delete columns and/or rows of data, and make your table stand out with borders, shading and coloring options. Find out how many ways in which you can use tables.

Prerequisite: Basic knowledge of Word 2013