

TRAINING FOR THE MONTHS OF SEPTEMBER & OCTOBER 2012

(all classes will be held contingent on funding)

Please ensure supervisory approval has been obtained before registering for training.

PLEASE NOTE: Halligan Hall is currently locked and parking is limited around the building. A phone is located off the back parking lot of Halligan Hall outside the door by the delivery ramp. Access numbers are posted with the phone.

Excel Level 2

5 September 2012, 8 to 4, Halligan Hall, second floor HRD Computer Lab

In Excel Level 1 you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will streamline and enhance your spreadsheets with templates, charts, graphics and formulas as well as use the database features.

Target Student: The target students for this course are those who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

Gmail – Google Apps

13 September 2012, 8 to 4, Halligan Hall, second floor HRD Computer Lab

You've used Outlook and Web-based mail clients for accessing mail and calendar features of your workplace; Take this course for a smooth switch to Google Apps with so much less frustration and loss of productivity. The workshop is recommended to **all** users, even those who have experience with Gmail as there is a lot of content that is new and exciting; such as strategies for Conversations and Labels and many added Labs.

Register through the HRD Training website –

<http://intranet.usna.edu/HRD/training.htm>

<http://www.usna.edu/HRD/documents/training.pdf>

Upcoming classes:

Health Fair (no registration needed)	28 November 2012
CSRS Retirement Seminar	5 December 2012
FERS Retirement Seminar	6 December 2012
TSP Seminar	11 December 2012