Microsoft Excel 2007 Training- Level II (Intermediate)

This workshop is designed for advanced users of Microsoft Excel 2007. Power-user skills are learned through introduction and hands-on practice with large spreadsheets and formulas. Upon completion of this class, trainees will:

- Quickly locate, find, and replace data within a worksheet.
- Sort data within a worksheet using various techniques.
- Create comments and delete comments in a worksheet.
- Freeze labels within a workbook.
- Use mathematical functions.
- Search for and create explicit formulas.
- Calculate and create named ranges and relative and absolute references.

Wednesday, March 3
10:00 am—11:30 am
NMB Education, Room 304
Rebekka Garvey, Trainer

Enhancing Your Presentation Skills

This professional image development workshop highlights the value of improving presentation skills in any business setting. Through practice exercises and useful tips, you are guaranteed to improve your presentations almost immediately. The workshop will address how to:

- Overcome nervousness and reduce anxiety using simple relaxation techniques
- Project your voice clearly and communicate with clarity
- Balance verbal and nonverbal skills to enhance impact
- Respond professionally and appropriate to audience questions
- Handle equipment issues and other unforeseen mishaps

Tuesday, March 9
10:00 am—11:30 am
NMB Main, Conference Room A
Sonia Smith, Facilitator
Elluminate Training for Faculty

Elluminate is a synchronous communication tool that is added to your WebCT course. It provides for more dynamic interaction and creates an online community with students. Level 1 (beginners) provides an orientation to Elluminate and Level 2 (intermediate) provides hands-on practice in an online Elluminate session. Both sessions will be offered the same day. Topics include:

- Benefits of using Elive
- Understanding the user interface
- Uploading your presentations
- Application sharing
- Using the whiteboard tools
- Archiving your session
- Best practices for managing your Elive session

Wednesday, March 17
9:30 am— 10:30 am- LEVEL 1
OR
10:45 am— 11:45 am- LEVEL 2
NMB Education Bldg., Room 304
Deborah Seepersaud, Trainer

Conducting Successful and Productive Meetings

This workshop provides strategies for planning and facilitating meetings that are guaranteed to save time and achieve desired outcomes. Participants will be exposed to winning techniques about deciding if meeting is necessary, establishing purpose and objectives, preparing for effective facilitation, and hosting a productive meeting in which attendees can walk away with realistic follow up and action items.

Thursday, March 25
10:00 am— 12:00 pm
NMB Main, Conference Room A
Maureen Simunek-Appelt, Facilitator
Library Resources: A Hands-On Faculty Workshop

This hands-on workshop is designed to familiarize users with the vast library services and resources available to faculty and students. In addition to faculty, anyone who conducts online research using NSU’s online library will value this hands-on workshop. Topics include:

- Library services for faculty and students
- Overview of the training provided for students
- Preview of online tutorials
- Locating conference proceedings, tests/measurements, dissertations, and e-books
- Strategies for finding full-text materials
- Changes in citing electronic resources in APA

Tuesday, March 30
10:30 am—12:00 pm OR 1:30 pm—3:00 pm
NMB Education Building, Room 304
Laura Ramirez, Trainer

INDIVIDUAL TRAINING SESSIONS AVAILABLE!

Individualized technology training sessions are now offered every third Wednesday. Topics include Microsoft Access, Excel, Outlook, Publisher, and Word. You can also schedule small groups or department-wide sessions. Sessions offered in 45-minute increments.

Individualized training sessions are also offered for Microsoft Live Meeting and Office Communicator Systems. Sessions offered in 30-minute increments.

To reserve a space, call Ext. 28599 or email fsetraining@nova.edu.

REGISTER FOR TRAINING TODAY!
To register or receive additional information about any of the upcoming workshops, please email the Office of Training and Organizational Development at fsetraining@nova.edu. Please obtain supervisor approval to attend.

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