Analyzing Data Using MS Excel (Level 3)

Training activities in this hands-on workshop are designed to explore database features. At the end of the session, participants will be able to:

- Define the term Goal Seek; and find a numeric goal.
- Use the Scenario Manager to forecast the worksheet outcome.
- Apply protection to cells to prevent unauthorized changes.
- Create Named Ranges to use in a formula.
- Create relative and absolute references in a formula.
- Locate and use the Paste Function command, and create formulas
- Define, create, and apply Macros to a spreadsheet

Wednesday, November 4
10:00 am—11:30 am or 2:00 pm—3:30 pm
NMB Education Bldg., Room 304
Rebekka Garvey, Trainer

Using MS Access (Level 2)

Using MS Access (Level 2) training activities will focus on filters, queries, forms, reports, glossary, and various operators’ functions. At the end of the session, participants will be able to:

- Manipulate data with the use of filters.
- Create queries using various techniques.
- Create complex queries using the Expression Builder.
- Create forms using various techniques.
- Customize a form by adding a picture.
- Create reports using various techniques.
- Creating Mailing Labels in the database.
- Filter data using four different techniques within a table.

Thursday, November 12
10:00 am—11:30 am or 2:00 pm—3:30 pm
NMB Education Bldg., Room 304
Rebekka Garvey, Trainer
“Thinking in the Red Zone”
If your HBDI Thinking Preference is in the third, or Red Quadrant, you will discover new ways to capitalize on your strengths, stretch yourself in other quadrants, and learn communication techniques for better understanding in this session. Being a contributing team member, improving your conflict management skills, and giving feedback more confidently will also be discussed. (Rescheduled)

Thursday, November 19
10:00 am—11:30 am
NMB Main Bldg., Conference Room B
Dianne Aucamp, Facilitator

REGISTER FOR TRAINING TODAY!

DECEMBER
- Wardrobe Diaries: “Social Graces in Business Places”
- Live Meeting Training (Online and Distance Sites)

JANUARY
- Diversity Workshop: “Generational Diversity”
- “Effective Presentation Skills” Workshop
- Technology Skills Training
- Training Website

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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