

IT SERVICES TECHNOLOGY TRAINING CLASSES AT SLAC

All classes at SLAC are held at SLAC Computer Building 50, Room 111

Excel Transition from 2003 to 2007 SLAC-1137

Date: Wednesday, **May 6**, 8:30 a.m. - 12:00 p.m.
Fee: \$195

Using Excel, but need to make the transition to version 2007 quickly? Learn how to use the new interface and new features, and to share files with users of older versions.

Topics include: - Introducing the new Excel user interface - Create, Sort and Filter a Table - Create a Chart - Work with Functions and Formulas - Format a Report for Printing - Apply Conditional Formatting to a Table

Word Transition from 2003 to 2007 SLAC-0927

Date: Wednesday, **May 6**, 1:00-4:30 p.m.
Fee: \$195

Learn how to use the new Word 2007 interface. Pick up time-saving keyboard and mouse techniques to create great documents. Also tips for working with bullets, tables, and multiple docs.

Learn to navigate efficiently within Microsoft Office's new Fluent User Interface and to customize the interface to suit their particular needs. The class covers several features that are new or significantly different in Word 2007, including Quick Parts, Building Block galleries, Live Preview, Contextual Spell Check, and Smart Art graphics.

Topics include: - Introducing the new Word user interface - Create a simple Word 2007 document - Format a document - Enhance a document with objects - Finalize the document - Printing (output)

Excel 2007 Level 2 SLAC-1142

Date: Wednesday, May 13, 9:00 a.m. - 4:00 p.m.
Fee: \$325

Expand your spreadsheet skills by using powerful functions. Link multiple worksheets, use range names, and create lists.

Topics include: - Customizing Excel - Working with Dates - Working with Cell Ranges - Working with Tables - Outlining and Grouping - Worksheet Functions – Linking - Using Database Functions with Tables

How to Register

You need to have a SUNet ID to register. If you do not have a SUNet ID, visit <http://sunetid.stanford.edu> to set one up. Note: You will need to know your Stanford University ID number in order to set up the SUNet ID.

If you have questions, call the IT Services Help Desk at 650-725-HELP (650-725-4357) for assistance.

Using STAP Funds:

- 1) Sign in to <https://axess.stanford.edu>.
- 2) Click the "Training (STARS)" tab
- 3) Click "Search Catalog."
- 4) Enter the course number - e.g., SLAC-1141 - or the class title or just type "SLAC."
- 5) Click "Enroll" to see more information about the class and to enroll in an upcoming session. Note: "Add to Plan" does NOT enroll you.

Using SLAC Account Number or Personal Funds:

1. Download and fill out the paper registration form for SLAC (second page). The form is available at <http://www.stanford.edu/services/techtraining/form.pdf>.
2. Fax the form to Technology Training Services at 650-725-0995.

If you have questions, call 723-4391.

IT Services Technology Training <http://techtraining.stanford.edu>