

June Computer Training Workshops

Both workshops have a maximum of 19 participants, so sign up early.

I. Using Excel to Keep Track of Tabular Information

Wednesday, June 6, 1:30 – 3:30 P.M.

Seelye 212 on the Smith Campus

While Excel can be used for financial calculations and projections, it is also useful simply for keeping track of information that's in tables, thus functioning as a very simple database. In this workshop we will show you how to use Excel for keeping track of stuff. Janet uses it to keep track of her orchids. Jim uses it to keep track of stocks. Excel was used to keep track of registrations for the Civil War Sesquicentennial Symposium.

This will be a workshop for people who have never used Excel or a spreadsheet before and will cover things like making rows and columns the right size, pasting in information from some other source, and printing out the information you want.

Name(s) _____

Address _____

Phone _____ Email _____

Excel Workshop.....\$2.00 per person

PowerPoint Workshop (Read directions on other side!).....\$2.00 per person

Make your check out to Five Colleges, Inc. and mail it **to arrive by June 1** to:
5CLIR, 9 Mason Hall, Smith College, Northampton, MA 01063

Parking permits will be emailed to you prior to the training session.

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II. PowerPoint Workshop:

Your Common Questions Answered

Wednesday, June 13, 1:30 – 3:30 P.M.

Seelye 212 on the Smith Campus

A panel of three 5CLIR members who use PowerPoint frequently in their seminar topics will participate in a discussion of “How do I do that?”

For example, such questions may include:

“How do I insert a video from the web into a PowerPoint slide and can I manipulate that video with PowerPoint tools?” or

“How do I animate text so that each line appears sequentially with my next click?” or

“How can I get my audio file to work in PowerPoint?”

We will make an attempt to answer any reasonable question. You will have to submit at least one question in advance to be admitted to this workshop and when you sign up you will be given an email address for submitting your questions.

The panel includes Dean Poli, Larry Ambs and Peter Reitt, “The Three PowerPointers”.

Registration form on other side.

Be sure to indicate which workshop(s) you would like to sign up for and enclose your check.