

# INFORMATION TECHNOLOGIES AND TRAINING Training Tuesdays

**Cost is \$20.00 and Includes Lunch!**

(Please register and pre-pay at least 24 hours before session. Please allow a 24 hour cancellation notice in order for the cost of the session to be refunded.)

**Sessions will be held on the following dates:** All sessions are held 12-1 pm

- February 7**      **WORD - STYLES** - There is an entire Group on the Home Tab of Styles. You look at it every day, but do you know what styles really do and what they are capable of? Attend this session and find out!
- February 21**    **EXCEL – LOCKING DOWN A WORKBOOK WITH PROTECTION**  
Ever accidentally type over a big massive formula, save the workbook and then wonder why your data is not adding up? Protecting cells, worksheets and workbooks with help with this!
- March 7**        **OUTLOOK - 30 TIPS IN 60 MINS**  
Get your eyes and ears ready for this session- it will be jam packed! Thirty cool tips you can use in Outlook all explained and demonstrated in our 60-minute session.
- March 21**      **ONE NOTE – TAKE ADVANTAGE OF THIS DIGITAL NOTEBOOK**  
OneNote is the best Microsoft program you're probably not using. If you've ignored the digital notebook, it is time to reconsider! If you do a lot of notetaking, attend multiple meetings during the week, and collaborate with others on projects, then OneNote can keep that flood of info neat and tidy. Come learn the basics!
- April 4**        **WINDOWS 10 TIPS AND SECRETS**  
Increase your productivity by learning the best ways to navigate, organize, customize and manage your computer and its contents through Windows 10. Great session if you have Windows 10, are upgrading soon or just don't like Windows 10 yet!
- April 18**      **ACCESS – DESIGN A DATABASE**  
Learn how to design and create the four basic components of a simple database – table, query, form and report. We will build one together in this session.
- May 2**         **EXCEL - CREATE A BUTTON TO RUN A MACRO**  
First of all, what is a macro? And secondly, how do you create a one click button to run one? This session will give you those answers!
- May 16**        **WORD - TRACK CHANGES**  
One of Microsoft's best collaborating tools! If you share, edit or proof documents with others, this is for you.
- June 13**      **EXCEL - PIVOT TABLES**  
Use this powerful tool to analyze your data in a million different ways (well maybe not a million, but close!)
- June 27**      **ACCESS – CREATE AND MODIFY FORMS**  
There are many features in an access form to make your data entry life easier and more efficient – like tab order, drop down boxes, default values, input masks, validation rules and more! Join us for this session to learn how to modify your forms.

50 N Linwood Avenue Norwalk OH 44857

Phone: (567) 805 - 4147 Fax: (567) 805 - 4187

E-mail: [charleneb@ittsite.com](mailto:charleneb@ittsite.com)

[www.ittsite.com](http://www.ittsite.com)

*"Let us make technology work for you!"*