Excel SIG: Excel Basics (for MAC)

Monday, February 1, 2016 12:00 – 1:00 p.m.
Woods Classroom, Mortensen Library

Prerequisites: None, this session is for new to intermediate users of Excel
Equipment: Bring your Mac laptop

In this continuing professional development series, Dr. Lee Townsend, Faculty in the College of Engineering, Technology and Architecture will be presenting and guiding us in an interactive session on Excel Basics for MAC users. Most jobs today require at least basic Excel skills, which include familiarity with the Excel ribbons, the display screen, the ability to enter and format data, calculate totals and do basic formulas and some basic shortcuts and productivity tricks. Faculty and Staff are invited to join us for this third Excel SIG session in the Woods Classroom, Mortensen Library. Space is limited, so please RSVP as soon as possible to fcld@hartford.edu. Please bring your lunch! Please also bring your Mac laptop as there is only one MAC station for participants in this session.

These informal lunchtime gatherings are open to all instructors and staff, and are designed to provide a forum for sharing ideas and effective techniques for using Excel in the classroom or in our daily university work. They typically include a brief (15-20 minute) presentation by a faculty member on his or her use of Excel, followed by a hands-on activity and an informal – and lively – conversation.

Excel SIG: Excel Basics (for PC)

Friday, February 5, 2016 12:00 – 1:00 p.m.
Woods Classroom, Mortensen Library

Prerequisites: None, this session is for new to intermediate users of Excel
Equipment: Bring your PC laptop if you have one

In this continuing professional development series, Satvinder Mayall, Adjunct Faculty in the Barney School of Business will be presenting and guiding us in an interactive session on Excel Basics for PC users. Most jobs today require at least basic Excel skills, which include familiarity with the Excel ribbons, the display screen, the ability to enter and format data, calculate totals and do basic formulas and some basic shortcuts and productivity tricks. Faculty and Staff are invited to join us for this third Excel SIG session in the Woods Classroom, Mortensen Library. Space is limited, so please RSVP as soon as possible to fcld@hartford.edu. Please bring your lunch! Please also bring your PC laptop if you have one as there are only 15 PC stations for participants in this session.

These informal lunchtime gatherings are open to all instructors and staff, and are designed to provide a forum for sharing ideas and effective techniques for using Excel in the classroom or in our daily university work. They typically include a brief (15-20 minute) presentation by a faculty member on his or her use of Excel, followed by a hands-on activity and an informal – and lively – conversation.