Monday, June 3, 9:00 AM - 5:00 PM  
Business Writing: Clarity Through Critical Thinking (C2036)  
Do you want to increase your ability to think critically and write with greater clarity? This one-day course will help you to use critical thinking skills in your writing. Participants will practice using a specific writing model to improve their general business writing ability and complete both large and small writing projects.  
Target Audience: All Staff

Tuesday, June 11, 9:00 AM - 5:00 PM  
MS EXCEL: An Introduction (WTT141)  
Looking for a brief introduction or quick review of Excel formulas and chart wizards? Then register for this class! Work your way through a quick review of the basics for creating, editing, formatting, and printing worksheets. A great course for beginners, advanced beginners and the self-taught.  
Target Audience: All Staff

Friday, June 14, 9:00 AM - 12:30 PM  
MS WORD: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)  
Want to create more exciting, professional looking documents using Microsoft Word? Learn to use *graphics, charts, and symbols* to communicate information visually rather than simply using text. Take your Word documents to the next level using *styles and themes* (predefined combinations of font style, color, text size, and effects). Broaden your communications by using the *translate* feature to translate words, phrases, paragraphs, or an entire document from one language to another. After completing this workshop, create flyers, organizational charts, marketing materials, and other professional documents with your newly enhanced skills!  
Target Audience: All Staff

Friday, June 14, 1:30 PM - 5:00 PM  
MS WORD: Using Mail Merge, Tables, and Electronic Forms (WTT131P)  
This workshop will provide skills for organizing and presenting information in a variety of formats using Microsoft Word. Learn to use the *mail merge* feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet. Learn how to summarize and present numerical data or text information in rows and columns using *tables*. Finally, are you looking to collect and organize information gathered from others? Learn to create *forms* that can be filled out electronically, including check boxes, text boxes, date pickers, and drop-down lists.  
Target Audience: All Staff

Tuesday, June 18, 9:00 AM - 12:30 PM  
MS POWERPOINT: Creating Powerful Presentations (WTT151A) 
Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common *PowerPoint pitfalls* and learn how to handle questions and comments with ease.  
Target Audience: All Staff

Tuesday, June 18, 1:30 PM - 5:00 PM  
MS POWERPOINT: Dynamic, Impactful PowerPoint Delivery (WTT151P) 
Learn the fundamentals of delivering dynamic PowerPoint presentations. Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended, handle questions and comments with confidence, and effectively manage fear and anxiety.  
Target Audience: All Staff

Friday, June 21, 9:00 AM - 12:30 PM  
MS EXCEL: Formulas and Functions (WTT141A) 
Need to calculate data in an Excel spreadsheet? Create *formulas* to let Excel do the calculations for you, and then use *functions* (prewritten formulas) to shorten and simplify your formulas. Learn to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, to combine multiple columns of data into a single column, and to effectively utilize the five most common Excel functions.  
Target Audience: All Staff

Friday, June 21, 1:30 PM - 5:00 PM  
MS EXCEL: Pivot Tables and Lookups (WTT141P) 
Need to perform an in-depth analysis of the data in your Excel spreadsheet or quickly answer an unanticipated question about your data? Learn to create a PivotTable or PivotChart report. Pivot tables allow you to summarize values in an Excel spreadsheet without having to create formulas to perform the calculations. Rearrange your summarized data simply by rotating row and column headings to create easy to read reports.  
Target Audience: All Staff

REGISTRATION: Go to [www.cuny.edu/pdfl](http://www.cuny.edu/pdfl) and click on How Do I Register? to complete the PDLM E-Application. Be sure to click on SUBMIT after you print your application for your supervisor’s signature. Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.