CLASSIFIED

Technology Training Summer Opportunities

SUMMER WORKSHOPS AVAILABLE

10 Must know PowerPoint 2007 Techniques

Learn the *10 Must Know PowerPoint Techniques* that will cover skills in the areas of saving time, visual appearance enhancement and seemingly integration of media.

Using the Merge features in Publisher 2007

When creating professional certificates, flyers and invitations merging information can be a huge "time saver". In this workshop learn how to create, personalize, distribute and use your contact data to merge into different publications.

Creating Forms in Word 2007

Learn how to design, create, customize and protect your Microsoft Word forms. Engage in a group project and build an actual form that will be utilized by Sunnyside District. The project group winners will win a prize!

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My First Database in Access 2007

Learn how to create a relational database for your district or school department. In this workshop you will design a simple database and create tables, queries and forms that will assist your department with tracking. This course is designed for first time Microsoft Access users.

10 Must Know Excel 2007 Techniques

Learn the 10 Must Know Excel techniques in the areas of presenting data, navigation, formulas and functions.

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SUNNYSIDE
A tech-savvy school district

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