

# 2018-2019 Workshop Series

*July / August – Outlook*

*September / October – Excel*

*November / December - Word*



Contact the TLC at  
[tlc@icc.edu](mailto:tlc@icc.edu) or x8908  
to reserve your spot!



All sessions will be offered from 3-4pm in room 338A  
Both sessions will be repeated the second week

## Part 1 – Formatting (Tuesday, Oct 2 – OR – Thursday, Oct 4)

<b>Formatting a Worksheet</b>	<ul style="list-style-type: none"><li>✓ text/number formats</li><li>✓ styles &amp; themes</li><li>✓ conditional formatting</li></ul>
<b>Performing Calculations &amp; Fills</b>	<ul style="list-style-type: none"><li>✓ formulas &amp; functions</li><li>✓ fill handle</li><li>✓ flash fill</li></ul>
<b>Sorting &amp; Filtering Data</b>	<ul style="list-style-type: none"><li>✓ sort data</li><li>✓ filter data</li><li>✓ outline &amp; subtotal data</li></ul>

## Part 2 – Visual Displays (Tuesday, Oct 9 – OR – Thursday, Oct 11)

<b>Charts &amp; Graphs</b>	<ul style="list-style-type: none"><li>✓ recommended charts</li><li>✓ modify &amp; format charts</li><li>✓ advanced chart features</li></ul>
<b>Pivot Tables</b>	<ul style="list-style-type: none"><li>✓ recommended pivot tables</li><li>✓ analyzing pivot table data</li><li>✓ pivot charts</li></ul>
<b>Printing Workbooks</b>	<ul style="list-style-type: none"><li>✓ page layout</li><li>✓ headers &amp; footers</li><li>✓ repeat top line</li></ul>

*Brought to you by Organizational Learning and the Teaching & Learning Center*

*Questions? Contact Ann (x5442) or Nicole (x8908)*