Excel Advanced Data Tools
Would you like to create drop down lists? How about automatically format an entire row red if it meets a condition? This course will cover those features along with how to remove duplicates and consolidating data across sheets. This is a great class if you are working with large amounts of data and you want to make a spreadsheet easier for data input.

CRN: 35402  FEE: $49
THU 10-11 AM  Session: 1
GotoMeeting  A. Coyner

CRN: 45231  FEE: $49
TUE 12 PM-1 PM  Session: 1
GotoMeeting  A. Coyner

Excel Basics 1
This class includes an overview of the Excel tool bar, how to create a spreadsheet and how to use AutoFill and AutoSum. Additionally, this introduction to Excel will teach you how to create a simple formula, how to format Text and Numbers, as well as, how to preview and print your work.

CRN: 35405  FEE: $49
THU 10-11 AM  Session: 1
GotoMeeting  A. Coyner

CRN: 45225  FEE: $49
TUE 12-1 PM  Session: 1
GotoMeeting  A. Coyner

Excel Advanced Macro Basics
Excel Macros automate repetitive tasks. In this class you will learn how to create some basic Macros and gain the understanding of how they work. You will learn recording and running macros as well as editing them in the Visual Basic Editor. In addition, you will learn how to create and add toolbar buttons or keyboard shortcuts to run a macro.

CRN: 45227  FEE: $49
TUE 12-1 PM  Session: 1
GotoMeeting  A. Coyner

CRN: 45242  FEE: $49
WED 10-11 AM  Session: 1
GotoMeeting  A. Coyner

Excel Basics 2
In this course the following Excel tools and techniques will be covered: how to customize your toolbar, basic functions, how to use AutoCalculate, working with Rows and Columns, using multiple sheets, and arranging multiple files.

CRN: 45216  FEE: $49
WED 10-11 AM  Session: 1
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CRN: 45253  FEE: $49
THU 12-1 PM  Session: 1
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Excel Charts and Graphs
If want to work in Excel, there will come a time when you need to create a graph. In this class you will learn the basics on how to create a graph several different ways. Once the graph is created you will have many features on how to format and update your graph. Another important option you will learn will be how to transfer a graph into PowerPoint.

CRN: 45218  FEE: $49
SAT 9-10 AM  Session: 1
GotoMeeting  A. Coyner

CRN: 45260  FEE: $49
SAT 9-10 AM  Session: 1
GotoMeeting  A. Coyner

Excel Intermediate 1
This course includes topics that are incredibly helpful when working with Excel. Some of the most popular tools are arranging multiple files and freeze panes. In addition you will learn more features about printing, formulas and comments.

CRN: 35417  FEE: $49
Wed 10-11 AM  Session: 1
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CRN: 45234  FEE: $49
SAT 9-10 AM  Session: 1
GotoMeeting  A. Coyner

Excel Intermediate 2
This class will take you into more intermediate and advanced topics. Linking is a feature that is used throughout Excel. Additional topics that will help improve your proficiency in Excel are using named ranges, conditional formatting, quick analysis and protecting cells.

CRN: 35422  FEE: $49
THUR 10-11 AM  Session: 1
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CRN: 45237  FEE: $49
TUE 10-11 AM  Session: 1
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Excel Pivot Tables

Have you ever heard the term Pivot Table and wondered what it was? In this class you will uncover all the incredible features a Pivot Table has to offer. When you use a Pivot Table you combine so many features into one e.g. Sorting, Filtering, Subtotals, consolidation and more. This is the Mack Daddy of summarizing large amounts of data into a clear and concise table of information.

CRN: 45219  FEE: $49
TUE  10-11 AM  Session: 1
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CRN: 45258  FEE: $49
TUE  12-1 PM  Session: 1
GotoMeeting  A. Coyner

Excel Sorting and Filtering

In this class of Sorting, Filtering and More are two of the most popular tools you can use. Even if you have used Sorting and Filtering before, you will learn more tips and tricks on how to work with them proficiently. In addition, you will learn how to use format as table, subtotals and the very fun and very useful FlashFill.

CRN: 35418  FEE: $49
WED  12-1 PM  Session: 1
GotoMeeting  A. Coyner

CRN: 45235  FEE: $49
WED  10-11 AM  Session: 1
GotoMeeting  A. Coyner

Excel Tips and Tricks

It is so much fun learning keyboard shortcuts and tricks. But when these tips save you time working in Excel, it becomes more than fun. In this class you will learn many time-saving techniques and topics that most everyone can use in their everyday Excel use. No matter your skill level, this class is fun and useful.

CRN: 45221  FEE: $49
THU  10-11 AM  Session: 1
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CRN: 45255  FEE: $49
WED  12-1 PM  Session: 1
GotoMeeting  A. Coyner

Microsoft Teams

Microsoft Teams is a collaborative for teams of people to communicate and collaborate in an effective way. All options needed to work on a team are included. You can share files, work collaboratively on file share posts and attend meetings within your team. In this class you will gain the knowledge needed to understand the basics of effectively working in Microsoft Teams.

CRN: 35416  FEE: $49
TUE  12-1 PM  Session: 1
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CRN: 45222  FEE: $49
THU  12-1 PM  Session: 1
GotoMeeting  A. Coyner

Office 365 Overview

Office 365 is the MS Teams option for working in your applications. You can access your programs and files from any device. In this class you will get an overview of how-to login to O365, access your mail and calendar, work with your files and folders and open your MS Teams apps e.g. Word, Excel and PowerPoint. In addition, you will learn other useful apps included in O365 such as Yammer, SharePoint and Stream.

CRN: 45266  FEE: $49
TUE  12/15  Session: 1
GotoMeeting  A. Coyner

Excel Vlookup Functions

Two of the most popular functions in Excel are Vlookup and If. In this class you will learn how to use those advanced functions along with CountA, Sumif and Countif.

CRN: 45220  FEE: $49
TUE  12-1 PM  Session: 1
GotoMeeting  A. Coyner

CRN: 45244  FEE: $49
TUE  10-11 AM  Session: 1
GotoMeeting  A. Coyner

Microsoft Planner Overview

Microsoft Planner will help you organize projects, tasks and the people working on them. In this class you will learn how to create and edit a plan, assign tasks to others and change the views to better understand where the project stands.

CRN: 35415  FEE: $49
TUE  10-11 AM  Session: 1
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CRN: 45236  FEE: $49
WED  10-11 AM  Session: 1
GotoMeeting  A. Coyner

Contact Jessica Edmondson, jedmondson@harford.edu for more information.
Office Formatting Tips

We often use more than one program. Did you know that many shortcuts can be used across all the Microsoft suite? In this class, you will gain speed across the Microsoft Suite with understanding universal shortcuts. This course will show many techniques and shortcuts that can be used in Word, Excel, PowerPoint, and Outlook. You will learn shortcuts covering formatting, screenshots, graphing styles, views, and much more.

CRN: 45228  FEE: $49
THU 10-11 AM
GotoMeeting A. Coyner

OneDrive Overview

OneDrive is O365’s place for saving and sharing files. You can think of this as your personal drive and shared drive all in one. Learn how to save, upload, and edit files in this class. Using OneDrive allows you the access to your files anywhere and anytime. All you need is a device and an internet connection. You can also share files easily with others and work on the same file at the same time for real-time collaboration.

CRN: 45262  FEE: $49
TUE 12-1 PM
GotoMeeting A. Coyner

OneNote Overview

OneNote is a fantastic program for note taking. You can use it for quick note taking and collaboration with others. In this class, you will learn how to create notebooks, sections, and pages. You will understand how to add text, pictures, videos, and screen clips. OneNote has great searching features, including tags. This program works easily with other applications and you can quickly share your notes with anyone. Whether you use it for yourself or with a team, this program is incredibly useful.

CRN: 45217  FEE: $49
WED 12-1 PM
GotoMeeting A. Coyner

Outlook Basics

This Outlook class will cover all the basics of working in mail and the calendar. You will learn many useful features such as using creating folders, working with attachments, finding & flagging mail, creating a signature and turning on the out of office feature.

CRN: 35420  FEE: $49
TUES 10-11 PM
GotoMeeting A. Coyner

Outlook Advanced

There are so many features beyond the basics in Outlook to help you work more efficiently. In this class, you will learn more advanced features for mail and calendar. You will learn how to recall a message, setup rules, and use categories. Additional features that are extremely important both in mail and calendar are setting up your sharing and delegation, advanced calendar options, and creating templates to reuse.

CRN: 35424  FEE: $49
THU 12-1 PM
GotoMeeting A. Coyner

Outlook Tips and Tricks

There are so many tips and tricks in Outlook. In this class you will learn time-saving techniques on working with mail and calendar options. Along with keyboard shortcuts, you will also learn how to create quick parts, use notes, insert screenshots, and change your personal view.

CRN: 45241  FEE: $49
SAT 9-10 AM
GotoMeeting A. Coyner

PowerPoint 1

Need to understand the basics of creating a presentation from scratch? Take this PowerPoint class. You will learn the basics on how to create a presentation from the very beginning. You will understand how to add text, pictures and bullets as well as formatting those features as well. Working the views is extremely important as each view provides different techniques to easily work in PowerPoint. Printing a presentation is helpful but giving the audience handouts is even more impressive.

CRN: 45223  FEE: $49
SAT 9-10 AM
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PowerPoint 2

Add to your basic knowledge of PowerPoint with this PowerPoint class. This class takes PowerPoint to the next level with adding graphs, sections, and hyperlinks. It is also very important to understand how to copy and paste between presentations and utilizing the master view to make global changes to your presentation.

CRN: 35419  FEE: $49
SAT 9-10 AM
GotoMeeting A. Coyner

Contact Jessica Edmondson, jedmondson@harford.edu for more information.
PowerPoint Graphics

Graphics are an important part of PowerPoint. Understanding how to better work with graphics will help you to create a professional looking presentation. This one hour MS Teams PowerPoint class covers how to use Organization charts, SmartArt, Images and Screenshots. It will also show many cool tips on how to quickly format images with PowerPoint’s helpful tools e.g. Eye Dropper and Design Ideas.

CRN: 35427  FEE: $49
WED 12-1 PM Session: 1
GotoMeeting A. Coyner

CRN: 45257  FEE: $49
TUE 10-11 AM Session: 1
GotoMeeting A. Coyner

PowerPoint Transitions

Ever wonder how someone made text in a PowerPoint presentation fly in or swivel? This PowerPoint class will help you to understand how to incorporate transitions and animation into your presentation. It will also cover inserting videos and sound along with the playback options to customize those options.

CRN: 35423  FEE: $49
THU 10-11 AM Session: 1
GotoMeeting A. Coyner

CRN: 45245  FEE: $49
TUE 12-1 PM Session: 1
GotoMeeting A. Coyner

SharePoint Overview

SharePoint is a collaborative workspace for teams. In this class you will learn what SharePoint is and how to effectively use the options it provides. You will learn how to follow sites, upload, edit and work collaboratively on documents, use apps within SharePoint and change the views.

CRN: 35428  FEE: $49
THU 12-1 PM Session: 1
GotoMeeting A. Coyner

CRN: 45230  FEE: $49
TUE 10-11 AM Session: 1
GotoMeeting A. Coyner

Word Mail Merge

In this class you will learn how to create a mail merge for documents from start to finish. You will learn how to create data sources within Word or Excel. You will also learn how to use mail merge with envelopes and labels.

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WED 12-1 PM Session: 1
GotoMeeting A. Coyner

Word Styles and TOC

In this Word Styles and Table of Contents class you will achieve the ability to quickly format a document and then use that formatting to easily create a Table of Contents. Styles are hugely underused and can help not only with formatting but with outlining a document. You will also learn additional shortcuts with using the Format Painter and the keyboard shortcut F4 to format text, paragraphs and an entire document.

CRN: 35426  FEE: $49
WED 10-11 AM Session: 1
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CRN: 45238  FEE: $49
TUE 12-1 PM Session: 1
GotoMeeting A. Coyner

Word 1

Begin here to learn how to use Word. This class will include an overview of the screen, how to format text, paragraphs, and lists, use tools for spellcheck and printing options.

CRN: 45254  FEE: $49
WED 10-11 AM Session: 1
GotoMeeting A. Coyner

Word 2

This course is the follow-up to the Word 1 class and will improve your Word proficiency. In this class you will learn how to add page number and headers & footers, insert tables, and add interest with adding pictures, screenshots and SmartArt.

CRN: 35421  FEE: $49
TUE 12-1 PM Session: 1
GotoMeeting A. Coyner

CRN: 45224  FEE: $49
TUE 10-11 AM Session: 1
GotoMeeting A. Coyner

Word Tips and Tricks

In this class you will learn many shortcuts for working in Word. There are keyboard shortcuts that help with formatting text, paragraphs & lists You will learn how to insert pictures and screenshots effectively without messing up your document. Using Quick Parts, Styles and Templates will improve the speed of formatting a document.

CRN: 35425  FEE: $49
SAT 9-10 AM Session: 1
GotoMeeting A. Coyner

CRN: 45240  FEE: $49
THU 12-1 PM Session: 1
GotoMeeting A. Coyner