

Workshop files, handouts, and recordings are available on our website:

<https://training.health.ufl.edu/classes>



There is no cost, classes are open to all UF, UFHealth, and affiliated employees.

The Register links go to myTraining. If you do not have a myTraining account please contact us or use the old registration system.

[Click here for the old registration system. You will need to be on campus or using the UFH VPN.](#)

Our classes are offered via Zoom and select classes are held in the UFH Gainesville Professional Park and Jacksonville Borland Libaray.

<https://training.health.ufl.edu/locations/gainesville/>

[Gainesville Schedule](#)

<https://training.health.ufl.edu/locations/jacksonville/>

[Jacksonville Schedule](#)

Zoom meeting info is listed on the registration site.

[Zoom Schedule](#)

If you have any issues registering, please email us: training@health.ufl.edu

UF Health IT Educational Technologies Application Training

OUTLOOK

Outlook: Basics

Microsoft Outlook is used to manage emails, calendars, contacts, tasks, and to-do lists. This class will focus mostly on the Outlook interface and emails, with an intro to calendars. Reading Pane, To Do Bar, Message view options (preview, conversations, sorting), Searching emails, Email Headers, including From and BCC, Adding Multiple Attachments, Responding to Emails, Creating Multiple Signatures, Creating Folders and Filing Emails, Creating Appointments and Meetings.

Location	Date	Start Time	End Time	Register
Zoom	Wed 05/14	10:30 AM	12:00 PM	Register
Zoom	Wed 07/09	10:30 AM	12:00 PM	Register

Outlook: Calendars

Outlook calendars can be used for time management and setting collaboration meetings. Calendar Views, Creating Temporary Calendars, Working With Multiple Calendars, Room Calendars, Calendar Groups in the Folder Pane, Creating Appointments and Meetings, Options (Show as, Reminder, Categories), Recurring Appointments, Tracking Attendees, Sharing Calendars, Calendar Permissions.

Location	Date	Start Time	End Time	Register
Zoom	Wed 05/21	10:30 AM	12:00 PM	Register
Zoom	Wed 07/16	10:30 AM	12:00 PM	Register

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Outlook: Shortcuts and Automating

Learn how to use shortcuts and automation to better work with emails and calendar events. Outlook Options, Quick Access Toolbar, Keyboard Shortcuts, Multiple Signatures, Quick Parts, Search Folders (Saved Searches), Conditional Formatting Email List, Conditional Formatting Calendar Events, Copying Calendar Events to Random Dates.

Location	Date	Start Time	End Time	Register
Zoom	Wed 05/28	10:30 AM	12:00 PM	Register
Zoom	Wed 07/23	10:30 AM	12:00 PM	Register

WORD

Word for Beginners

Introduction to Microsoft Word. Vocabulary, Basic Formatting, Page Numbering, Headers/Footers, Bullets and Numbers, Spell Check, Find and Replace, Inserting Pictures.

Location	Date	Start Time	End Time	Register
Zoom	Mon 06/30	10:30 AM	11:30 AM	Register

Word Basics 1: Shortcuts and Fonts

Shortcuts to quickly move through a document; basic and advanced Font formats. Text Navigation Shortcuts, Mouse Shortcuts, Basic Font Formats (font style, size, ...), Advanced Font Formats (scale, spacing, position...), Special Text Effects (shadow, reflection, glow...), Insert Symbols (degrees, IPA...).

Location	Date	Start Time	End Time	Register
Zoom	Tue 07/01	10:30 AM	11:30 AM	Register

Word Basics 2: Paragraphs

Basic and Advanced Paragraph Formats. Review Keyboard and Mouse Shortcuts, Paragraph Alignments, Left and Right Indents, Paragraph and Line Spacing, Keep with Next, Keep Lines Together, Borders and Fills, Page Color and Watermarks.

Location	Date	Start Time	End Time	Register
Zoom	Wed 07/02	10:30 AM	11:30 AM	Register

POWERPOINT

PowerPoint: Basics

Create a new presentation and modify an existing one. Panes and Views, Slide Layouts, Pictures, Tables, and Charts, Create SmartArt, Format Backgrounds, Rearrange Slides, Modify text.

Location	Date	Start Time	End Time	Register
Gainesville Pro Park	Tue 06/10	10:15 AM	11:45 AM	Register

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PowerPoint: Animations

Introduce your concepts by animating your text, pictures, and SmartArt. Review Sample Animations, 3-D Animations, Triggers, Timing, Effect Options, Multiple Animations, Transitions.

Location	Date	Start Time	End Time	Register
Gainesville Pro Park	Thu 06/12	10:15 AM	11:45 AM	Register

PowerPoint: Advanced Animations and Quiz Games

Creating an interactive quiz game in PowerPoint. Create a Game Board slide, Create Hyperlinks to Move Between Slides, Use Selection Pane to Name objects, Apply Animation Triggers .

Location	Date	Start Time	End Time	Register
Zoom	Mon 05/19	1:30 PM	2:30 PM	Register

EXCEL

Excel for Beginners

Microsoft Excel is a spreadsheet program. We use it to collect and process large amounts of data and create reports that need charts and calculations. This workshop is intended for those that have little to no knowledge of Microsoft Excel. Parts of the window and Vocabulary, Enter and modify data, Resize and Insert Columns and Rows, Basic formatting, Freeze Panes, Create a chart, Create Patterns, Build formulas and Use AutoSum.

Location	Date	Start Time	End Time	Register
Gainesville Pro Park	Thu 05/29	10:15 AM	12:15 PM	Register
Gainesville Pro Park	Thu 08/14	10:15 AM	12:15 PM	Register
Jacksonville Borland Library	Fri 05/30	10:00 AM	12:00 PM	Register
Jacksonville Borland Library	Fri 08/15	10:00 AM	12:00 PM	Register

Excel for Beginners Part 1

Microsoft Excel is a spreadsheet program. We use it to collect and process large amounts of data and create reports that need charts and calculations. This workshop is intended for those that have little to no knowledge of Microsoft Excel. Parts of the window, Vocabulary, Moving around, Entering data, Resizing columns, Basic formatting, Freeze Panes, Creating a chart.

Location	Date	Start Time	End Time	Register
Zoom	Tue 05/20	1:30 PM	2:30 PM	Register
Zoom	Tue 07/15	1:30 PM	2:30 PM	Register

Excel for Beginners Part 2 (Math)

This workshop is a continuation of Part 1. We will review the first lessons and learn to build simple formulas. This workshop is intended for those that have little to no knowledge of Microsoft Excel. Review Part 1, Basic formatting, Insert rows, Merge and Center, Create Patterns, Build formulas, Use AutoSum.

Location	Date	Start Time	End Time	Register
Zoom	Wed 05/21	1:30 PM	2:30 PM	Register
Zoom	Wed 07/16	1:30 PM	2:30 PM	Register

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Excel Basics: Shortcuts, Navigating and Formatting

Become comfortable navigating and Formatting in Microsoft Excel. Ribbon and QuickAccess Toolbar, Select Arrows vs Enter and Tabs, Clipboard and Format Painter, Font Style, Size, Color, Merge and Center vs Center Across, Shrink to Fit vs Wrap Text vs Manual Line Breaks, Vertical Alignments and Rotating Text, Custom Numbers with Leading Zeros, Custom Fill Colors and Borders.

Location	Date	Start Time	End Time	Register
Gainesville Pro Park	Thu 06/05	10:15 AM	12:15 PM	Register
Gainesville Pro Park	Thu 08/21	10:15 AM	12:15 PM	Register
Jacksonville Borland Library	Fri 06/06	10:00 AM	12:00 PM	Register
Jacksonville Borland Library	Fri 08/22	10:00 AM	12:00 PM	Register

Excel Basics 1: Shortcuts

Become comfortable navigating Microsoft Excel. Ribbon, QuickAccess Toolbar, PageBreak Preview, Select Arrows vs Enter and Tabs, Ready/Edit/Enter Modes, Clipboard, Format Painter, Custom Fill Colors, Borders.

Location	Date	Start Time	End Time	Register
Zoom	Tue 05/27	1:30 PM	2:30 PM	Register
Zoom	Tue 07/22	1:30 PM	2:30 PM	Register

Excel Basics 2: Formatting - Fonts, Alignments, Numbers

Become comfortable formatting in Microsoft Excel. Font Style, Size, Color, Merge and Center vs Center Across, Wrap Text vs Manual Line Breaks, Shrink to Fit, Vertical Alignments, Rotating Text, Number of decimals, Custom Numbers, Leading Zeros.

Location	Date	Start Time	End Time	Register
Zoom	Wed 05/28	1:30 PM	2:30 PM	Register
Zoom	Wed 07/23	1:30 PM	2:30 PM	Register

Excel: Printing Problems

Work with Excel to format the worksheet to fit better on the screen and to create more professional printouts and PDFs. Lots of Formatting tips. Double Space, Headers and Footers, Customize Margins, Print Titles, Print Headings and Gridlines, Adjust Scaling, Page Breaks, Modify formats to "fit" on page.

Location	Date	Start Time	End Time	Register
Zoom	Mon 06/02	1:30 PM	2:30 PM	Register
Zoom	Thu 07/24	1:30 PM	2:30 PM	Register

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Excel Charts 1: Create and Format

Creating and formatting column charts. Exploring the Chart Tool Tabs, Add and remove Chart Elements, Change Chart Layouts, Modify data source, Move Chart to a New Sheet, Format Fonts, Change Chart Size, Formats Fills, Outlines, and Text.

Location	Date	Start Time	End Time	Register
Zoom	Tue 06/03	1:30 PM	2:30 PM	Register
Zoom	Tue 07/29	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Tue 06/24	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 06/27	10:00 AM	11:30 AM	Register

Excel Charts 2: Customize

Modify the chart elements. Custom Data Sources, Build and Modify Pie Charts, Customizing Data Labels, Exploded Charts, Work with Multiple Charts, Modify 3-D Charts, Build Line Charts-, Adjusting the Value Axis, Adding a Secondary Axis.

Location	Date	Start Time	End Time	Register
Zoom	Wed 06/04	1:30 PM	2:30 PM	Register
Zoom	Wed 07/30	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Thu 06/26	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 07/11	10:00 AM	11:30 AM	Register

Excel: Conditional Formatting, Tables, and Protection

Automatically format your Excel worksheet using Conditional Formatting and Tables. Find Duplicates, Top/Bottom Values, Icon sets, Custom build conditional formatting for dates, Add and Remove data in a table, Math in a table, Totals and Filters in a table, Protect the worksheets to prevent changes, Unlock Cells to be changed while Protected, Change workbook color themes.

Location	Date	Start Time	End Time	Register
Zoom	Tue 06/10	1:30 PM	2:30 PM	Register
Zoom	Tue 08/05	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Tue 07/08	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 07/18	10:00 AM	11:30 AM	Register

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Excel Dashboards 1: Summary Worksheets with Conditional Formatting and Charts

Create a Dashboard, a summary sheet, for your Excel data. Knowledge of Charts and Conditional Formatting highly recommended. Paste Special, Link worksheets, Equations using multiple sheets, Create and modifying charts, Conditional formatting, Create tables, Sparklines.

Location	Date	Start Time	End Time	Register
Zoom	Thu 05/15	1:30 PM	3:00 PM	Register
Zoom	Fri 05/16	10:00 AM	11:30 AM	Register
Zoom	Wed 06/11	1:30 PM	3:00 PM	Register
Zoom	Wed 08/06	1:30 PM	3:00 PM	Register
Gainesville Pro Park	Thu 07/10	10:15 AM	12:15 PM	Register
Jacksonville Borland Library	Fri 08/01	10:00 AM	12:00 PM	Register

EXCEL-MATH

Excel Math 1: Formulas

Build a foundation of working with patterns and formulas in Microsoft Excel. Patterns of text and numbers, Patterns of dates, Build formulas with the keyboard and mouse, Order of Operations, Formula View, Absolute and Relative reference, AutoSum.

Location	Date	Start Time	End Time	Register
Zoom	Thu 05/29	1:30 PM	2:30 PM	Register
Zoom	Mon 07/07	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Thu 07/17	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 06/27	1:00 PM	2:30 PM	Register

Excel Math 2: Naming and Functions

Functions can perform calculations on large ranges of cells. Named cells and cell ranges can be used in formulas and functions in place of the cell addresses. This is a continuation of Math 1. Review building formulas, Review Absolute vs Relative, Create functions SUM, AVERAGE, COUNT, MAX, MIN, Create and modify named cells and cell ranges, Using names in formulas and functions, Adding data after the functions have been created, Redefine named cells, Logic formula and IF Function.

Location	Date	Start Time	End Time	Register
Zoom	Thu 06/05	1:30 PM	2:30 PM	Register
Zoom	Mon 07/14	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Thu 07/24	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 07/11	1:00 PM	2:30 PM	Register

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Excel Math: Logic and If Statements

IF () functions are used when you have the possibility of different outcomes. Math 1 or equivalent recommended. Understanding the structure of the IF function, Logic with text, Logic with numbers, Review Absolute vs Relative, Nested IF statements.

Location	Date	Start Time	End Time	Register
Zoom	Thu 06/12	1:30 PM	2:30 PM	Register
Zoom	Mon 07/21	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Thu 07/31	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 07/18	1:00 PM	2:00 PM	Register

Excel Math: vLookup

A vLookup function can search for a value in another dataset and return a related data point. , Understanding the structure of the vLookup statement, Review Absolute vs Relative, Review Named Ranges, Review IF functions, Create Data Validation Lists, Using vLookup to find the closest value (TRUE), Handling error exceptions with IF, ISNA, IFNA.

Location	Date	Start Time	End Time	Register
Zoom	Thu 06/26	1:30 PM	2:30 PM	Register
Zoom	Mon 07/28	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Thu 08/07	10:15 AM	11:45 AM	Register
Jacksonville Borland Library	Fri 08/01	1:00 PM	2:30 PM	Register

EXCEL-DATA

Excel Data 1: Sorting and Filtering

Arrange data in a specific order with Sort. Show a subset of your data by temporarily hiding the records (rows) that do not match your criteria with Filters. Sort Single and Multi-Level, Sort Columns (Left to Right), Sort and Filter by Color, Text, Number, and Date Filters, Custom Filters, Clear and Reapply Filters, Copying Filtered Data.

Location	Date	Start Time	End Time	Register
Zoom	Tue 06/24	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Tue 07/15	10:15 AM	11:45 AM	Register

Excel Data 2: Advanced Filter and Basic PivotTables

Advanced Filters allow for more complex criteria. The SubTotal() worksheet function calculates based on the filtered dataset. PivotTables create summary reports in just a few clicks. Knowledge of Excel Filters Required. Review Basic Filters, Create Advanced Filter, And vs Or criteria, Copying Advanced Filtered Data, SubTotal() worksheet function, Plan and Create simple PivotTables.

Location	Date	Start Time	End Time	Register
Zoom	Wed 06/25	1:30 PM	2:30 PM	Register
Gainesville Pro Park	Tue 07/22	10:15 AM	11:45 AM	Register

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Excel Data 3: PivotTables

PivotTables are summary reports which quickly take large datasets and build easy to read tables. Prior knowledge of Excel Filters and PivotTables is helpful. Create PivotTables, Work with the PivotTables Field Pane, Filter Data from the Filter area and in the PivotTable, Modify Value Field Settings, Retrieve data from a PivotTable, Find the Number of Occurrences, Work with Text, Use Multiple Values, Group Dates.

Location	Date	Start Time	End Time	Register
Zoom	Tue 07/01	1:30 PM	3:00 PM	Register
Gainesville Pro Park	Tue 07/29	10:15 AM	11:45 AM	Register

Excel Clean Data 1: Text Files and Data Tools

Excel has several tools that can assist with 'cleaning' data. Import Text files - TXT and CSV files, Merge books into one Excel File, Text to Numbers and Numbers to Text, Separate date with Text to Columns, Text functions - LEFT, RIGHT, PROPER, UPPER, LEN, Flash Fill to auto-populate data.

Location	Date	Start Time	End Time	Register
Zoom	Mon 06/30	1:30 PM	2:30 PM	Register

Excel Clean Data 2: Substitution Lists - vLookups and PivotTables

Use Excel tools and functions to quickly recategorize and correct data using substitution lists. Knowledge of Excel vLookup statements and PivotTables required. Copy values to a new sheet, Remove Duplicates, Create a new list of values to substitute or group, vLookup for the new values, Create PivotTables using new values.

Location	Date	Start Time	End Time	Register
Zoom	Wed 07/02	1:30 PM	2:30 PM	Register

Excel Dashboards 2: Dynamic Summary Worksheets with PivotCharts and Slicers

A Dynamic Dashboard is a summary sheet in Excel that allows you to apply filters and see multiple tables and charts change. Knowledge of Excel Charts, PivotTables, and Conditional Formatting Required. PivotTables and PivotCharts, Linked Drawings, Slicers, Sparklines, Tables, Conditional Formatting, Charts.

Location	Date	Start Time	End Time	Register
Zoom	Wed 07/09	1:30 PM	3:00 PM	Register
Gainesville Pro Park	Tue 08/05	10:15 AM	12:15 PM	Register

ACCESS

Access Basics 1: Planning a Database

Intro to Access and basic rules of relational databases. Plan and build an Access database with one table. Topics include: Discuss Relational Database Rules, Primary Keys, Intro to Access Window, Create a Table and Enter Data, Properties: Field Size, Formats, Input Masks, Compact and Repair, Backup Database

Location	Date	Start Time	End Time	Register
Zoom	Tue 05/13	10:30 AM	12:00 PM	Register

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Access Basics 2: Create Simple Queries, Forms, and Reports

Recreate the table planned in Basics 1, and create a query, form, and two reports based on our table. Topics include: Tables store the data and feed data to the other database objects. Topics include: Queries are used to compile data and feed other database objects. Topics include: Forms are used most commonly for enter, modify and view records. Topics include: Reports are used most commonly to present an orderly report.

Location	Date	Start Time	End Time	Register
Zoom	Thu 05/15	10:30 AM	12:00 PM	Register

Access Basics 3: Working with Multiple Tables

Continuation of Access Basics 2, Plan and build a table that will be related to our "Patients", Create lookups (combo boxes) , Modify properties for Captions and Time Formats, Build a query using both tables, Build a form using both tables

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Zoom	Tue 05/20	10:30 AM	12:00 PM	Register

UF Health IT Educational Technologies Application Training

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Training Locations:

- **Zoom Meeting number available upon registration, or email us training@health.ufl.edu**
- [Jacksonville Classes - LRC Borland Library](#)
- [Gainesville Classes - Professional Park, E-206](#)

Previously Recorded Zoom Sessions, Handouts, and Class Files:

Excel: <https://training.health.ufl.edu/classes/Excel>

Excel-Math: <https://training.health.ufl.edu/classes/Excel-Math>

Excel-Data: <https://training.health.ufl.edu/classes/Excel-Data>

Word: <https://training.health.ufl.edu/classes/Word>

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Email us with any questions or comments:

training@health.ufl.edu

