

UF Health Educational Technologies Application Training

Session files, handouts, and recordings are available here:

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

Zoom sessions are scheduled for one-hour.

There is no cost and no registration required.

If you do not have an audio set up (speakers and microphone), you can join by calling **(646) 558-8656** and using the Meeting Number.

Contact us for the meeting number training@health.ufl.edu and to be added to the mailing list.

It is highly recommended you **download the handouts** and files before joining our meeting. <https://training.health.ufl.edu/zoom>

Zoom Session Schedule

** New Sessions*

MICROSOFT OUTLOOK		
Wed 9/23	11:00am-12:00pm	* Outlook for Beginners
Wed 9/30	11:00am-12:00pm	Outlook Calendars
Wed 10/07	11:00am-12:00pm	* Outlook Shortcuts
MICROSOFT EXCEL		
Tue 9/22	11:00am-12:00pm	Formatting 1: Fonts, Alignments, and Numbers
Thu 9/24	11:00am-12:00pm	Printing Problems
Tue 9/29	11:00am-12:00pm	Math 1: Basic Math Formulas
Thu 10/01	11:00am-12:00pm	* Basic Shortcuts
Thu 10/06	11:00am-12:00pm	Math 2: Naming and Functions
MICROSOFT POWERPOINT		
Thu 10/08	11:00am-12:00pm	Drawing Tools - Making Org Charts and Concept Maps
MICROSOFT WORD		
Mon 9/28	11:00am-12:00pm	* Word Formatting Fonts
Mon 10/05	11:00am-12:00pm	* Word Formatting Paragraphs

Updated: 9/22/2020

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MICROSOFT ACCESS <i>(previously recorded, watch with the instructor)</i>		
Tue 9/22	2:00pm-3:00pm	Tables 1: Properties
Wed 9/23	2:00pm-3:00pm	Tables 2: Auto-Create & Auto-Update Date Fields
Thu 9/24	2:00pm-3:00pm	Tables 3: Importing from Excel
Tue 9/29	2:00pm-3:00pm	Queries 1: Select Queries & Criteria
Wed 9/30	2:00pm-3:00pm	Queries 2: Math & Crosstabs
Thu 10/01	2:00pm-3:00pm	Tables 4: Lookups using Tables and Queries
Tue 10/06	2:00pm-3:00pm	Access Forms 1: Building a Form
Wed 10/07	2:00pm-3:00pm	Access Reports 1: Building a Report

Helpful links for Zoom use:

Zoom FAQ: <http://media.news.health.ufl.edu/misc/training/Handouts/zoom/zoom/zoom-FAQ.pdf>

Zoom Help from UF Video & Collaboration Services: <https://video.ufl.edu/conferencing/zoom>

Zoom Security from eLearning: <https://elearning.ufl.edu/keep-zoom-secure/staff>

Zoom tutorials and guides: <https://support.zoom.us>

Zoom Notes:

If you are working from home and do not need files from your network drives, please **logout of your VPN** before attending any Zoom session.

Near the end of September, Zoom will require meetings to either have a password or a waiting room. Contact us if you would like more details.

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Same Schedule in Date Order	
Live Sessions 11:00am - 12:00pm	
Wed 09/23	Outlook for Beginners
Thu 09/24	Excel Printing Problems
Mon 09/28	Word Formatting Fonts
Tue 09/29	Excel Math 1: Basic Math Formulas
Wed 09/30	Outlook Calendars
Thu 10/01	Excel Basic Shortcuts
Mon 10/05	Word Formatting Paragraphs
Tue 10/06	Excel Math 2: Naming and Functions
Wed 10/07	Outlook Shortcuts
Thu 10/08	PowerPoint: Making Org Charts and Concept Maps

Prerecorded Microsoft Access Sessions with Instructor to ask questions 2:00pm - 3:00pm	
Tue 09/22	Tables 1: Properties
Wed 09/23	Tables 2: Auto-Create & Auto-Update Date Fields
Thu 09/24	Tables 3: Importing from Excel
Tue 09/29	Queries 1: Select Queries & Criteria
Wed 09/30	Queries 2: Math & Crosstabs
Thu 10/01	Tables 4: Lookups using Tables and Queries
Tue 10/06	Access Forms 1: Building a Form
Wed 10/07	Access Reports 1: Building a Report