

UF Health Educational Technologies Application Training

Gainesville Class Schedule

Register	Title	Date	Start	End
Register	Microsoft Outlook for Beginners			
Register	Word 2016: What every Word user should know!			
Register	Word 2016: Organizing with Tables, Tabs, and Columns			
Register	Word 2016: Mail Merge			
Register	Microsoft Excel for Beginners			
Register	Excel 2016: Basics 1 - Navigating and Formatting			
Register	Excel 2016: Basics 2 - Math and Functions			
Register	Excel 2016: Charts and Graphs			
Register	Excel 2016: Printing and Setup			
Register	Excel 2016: Formatting Beyond the Basics			
Register	Excel 2016: Linking Worksheets			
Register	Excel 2016: Math with Dates and Times			

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Register	Title	Date	Start	End
Register	Excel 2016: Large Data 1 - Sorting and Filtering			
Register	Excel 2016: Large Data 2 - Pivot Tables			
Register	Excel 2016: Large Data 3 - vLookups			
Register	Excel 2016: Large Data 4 - Final Report			
Register	Access 2016: Basics and Database Fundamentals			
Register	Access 2016: Level 2 - Import/Link and Export			
Register	Access 2016: Level 2 - Intro to Forms & Reports			
Register	Access 2016: Level 2 - Intro to Select Queries			

The **Register** links above will take you to [myTraining](#). Once you log in, click on the **Register** button in the top right of the window to see the scheduled classes. Choose the class time you would like and press the **Submit** button in the bottom right.

If you do not see the class listed, change the **Seat Availability** option from **Available to All**. You can sign up for the waiting list. There are usually a few cancellations and if we have more than four people on the waiting list, we will try to open a new section of the class.

If you have issues registering for the classes, you are welcome to email us a list of classes, including dates, and we will handle the registration. Please include your full name, work email address, and a phone number: training@health.ufl.edu

Workshop descriptions and handouts are here: <https://training.health.ufl.edu/workshops>

Classes are in the Communicore computer classroom, C3-013: <https://training.health.ufl.edu/gainesville>