

UF Health Educational Technologies Application Training

Jacksonville Class Schedule

Register	Title	Date	Start	End
Register	Word 2016: What every Word user should know!			
Register	Word 2016: Tables, Tabs, and Columns			
Register	Word 2016: Mail Merge Labels and Form Letters			
Register	Microsoft Outlook for Beginners			
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: Math with Dates and Times			
Register	Excel 2016: Linking Worksheets			
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			

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Register	Title	Date	Start	End
Register	Access 2016: Basics and Database Fundamentals			

If the **Register** links do not work for you, please email us with a list of classes you would like to attend and we will reserve a seat for you. Please include your full name, work email address, and a contact phone number. training@health.ufl.edu

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If a class is full, please sign up to be added to 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.

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

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Classes will be held in the Borland Library Computer Classroom.

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