

# 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](mailto: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>

Trainers are available for private group and individual sessions. This can be for a class, a consult, or even a general Q&A session. Contact us for details!

## Zoom Session Schedule

*\* New sessions*

MICROSOFT WORD		
Thu 5/06	11:00am-12:00pm	*Word Formatting Paragraphs
Thu 5/13	11:00am-12:00pm	Word Basic Shortcuts
Wed 5/19	11:00am-12:00pm	Word Tables 1: Tabs, Columns, and Intro to Tables
Thu 5/20	11:00am-12:00pm	Word Tables 2: Large Tables and Table Formatting
Wed 5/26	11:00am-12:00pm	Word Lists: Bullets, Numbers, and Outlines
Thu 5/27	11:00am-12:00pm	*Word Headers, Footers, and Page Numbers
MICROSOFT OUTLOOK		
Tue 5/11	2:00pm-3:00pm	*Outlook Calendars Import/Export
Tue 5/18	2:00pm-3:00pm	Outlook Shortcuts
MICROSOFT POWERPOINT		
Mon 5/24	11:00am-12:00pm	Intro to PowerPoint
MICROSOFT EXCEL		
Mon 6/07	11:00am-12:00pm	Excel for Beginners 1
Tue 6/08	11:00am-12:00pm	Excel for Beginners 2

Updated: 5/04/2021

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MICROSOFT EXCEL		
Mon 5/10	11:00am-12:00pm	Excel Charts 1: Create and Format
Mon 5/17	11:00am-12:00pm	Excel Charts 2: Customize
Wed 5/12	11:00am-12:00pm	Excel Conditional Formatting and Tables
Wed 5/12	11:00am-12:00pm	Excel Advanced Conditional Formats (using Formulas)
Tue 5/25	2:00pm- 3:00pm	Excel Basic Dashboard: Linking Worksheets
MICROSOFT EXCEL MATH		
Tue 5/11	11:00am-12:00pm	Excel Math 3: Logic and If Statements
Tue 5/18	11:00am-12:00pm	Excel Math 4: vLookup Statements
Tue 5/25	11:00am-12:00pm	Excel Math 5: Logic (IFS, AND, OR, CountIf...)
MICROSOFT EXCEL DATA		
Thu 5/06	2:00pm-3:00pm	Excel Data 3: PivotTables
Thu 5/13	2:00pm-3:00pm	Excel Data 4: Text Files, Text to Columns & Flash Fill
Thu 5/20	2:00pm-3:00pm	Excel Data 5: Substitution List vLookups/PivotTables
Thu 5/27	2:00pm-3:00pm	Excel Data 6: Pivot Charts, Slicers, Dynamic Dashboards

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>

# UF Health Educational Technologies Application Training

Same schedule in Date order

Date	Time	Session
Wed 5/05	11:00am-12:00pm	Excel Conditional Formatting and Tables
Thu 5/06	11:00am-12:00pm	*Word Formatting Paragraphs
Thu 5/06	2:00pm-3:00pm	Excel Data 3: PivotTables
Mon 5/10	11:00am-12:00pm	Excel Charts 1: Create and Format
Tue 5/11	11:00am-12:00pm	Excel Math 3: Logic and If Statements
Tue 5/11	2:00pm-3:00pm	*Outlook Calendars Import/Export
Wed 5/12	11:00am-12:00pm	Excel Advanced Conditional Formats
Thu 5/13	11:00am-12:00pm	Word Basic Shortcuts
Thu 5/13	2:00pm-3:00pm	Excel Data 4: Text Files, Text to Columns & Flash Fill
Mon 5/17	11:00am-12:00pm	Excel Charts 2: Customize
Tue 5/18	11:00am-12:00pm	Excel Math 4: vLookup Statements
Tue 5/18	2:00pm-3:00pm	Outlook Shortcuts
Wed 5/19	11:00am-12:00pm	Word Tables 1: Tabs, Columns, and Intro to Tables
Thu 5/20	11:00am-12:00pm	Word Tables 2: Large Tables and Table Formatting
Thu 5/20	2:00pm-3:00pm	Excel Data 5: Substitution List vLookups/PivotTables
Mon 5/24	11:00am-12:00pm	Intro to PowerPoint
Tue 5/25	11:00am-12:00pm	Excel Math 5: Logic (IFS, AND, OR, CountIf...)
Tue 5/25	2:00pm-3:00pm	Excel Basic Dashboard: Linking Worksheets
Wed 5/26	11:00am-12:00pm	Word Lists: Bullets, Numbers, and Outlines
Thu 5/27	11:00am-12:00pm	Word Headers, Footers, and Page Numbers
Thu 5/27	2:00pm-3:00pm	Excel Data 6: Pivot Charts, Slicers, Dynamic Dashboards
Mon 6/07	11:00am-12:00pm	Excel for Beginners 1
Tue 6/08	11:00am-12:00pm	Excel for Beginners 2