

# SDCCD Classified Professionals Microsoft Skills Training Calendar



<b>Location: Miramar College</b>	
<b>Room: M-102</b>	
<b>Intermediate Excel</b>	Monday, 12/9/19, 8:00 AM – 12:00 PM
<b>Intermediate Outlook</b>	Monday, 12/9/19, 1:00 PM – 5:00 PM
<b>Advanced Excel</b>	Wednesday, 12/11/19, 8:00 AM – 12:00 PM
<b>Advanced Outlook</b>	Wednesday, 12/11/19, 1:00 PM – 5:00 PM

<b>Location: Mesa College</b>	
<b>Room: BT-102</b>	
<b>Intermediate Outlook</b>	Tuesday, 12/10/19, 8:00 AM – 12:00 PM
<b>Intermediate Excel</b>	Tuesday, 12/10/19, 1:00 PM – 5:00 PM
<b>Advanced Outlook</b>	Thursday, 12/12/19, 8:00 AM – 12:00 PM
<b>Advanced Excel</b>	Thursday, 12/12/19, 1:00 PM – 5:00 PM



<b>Location: City College</b>	
<b>Room: MS-161</b>	
<b>Intermediate Outlook</b>	Monday, 3/23/20, 8:00 AM – 12:00 PM
<b>Intermediate Excel</b>	Monday, 3/23/20, 1:00 PM – 5:00 PM
<b>Advanced Outlook</b>	Tuesday, 3/24/20, 8:00 AM – 12:00 PM
<b>Advanced Excel</b>	Tuesday, 3/24/20, 1:00 PM – 5:00 PM



<b>Location: CE—North City Campus</b>	
<b>Room: 112</b>	
<b>Intermediate Excel</b>	Friday, 4/17/20, 8:00 AM – 12:00 PM
<b>Intermediate Outlook</b>	Friday, 4/17/20, 1:00 PM – 5:00 PM
<b>Advanced Excel</b>	Monday, 4/20/20, 8:00 AM – 12:00 PM
<b>Advanced Outlook</b>	Monday, 4/20/20, 1:00 PM – 5:00 PM

<b>Location: District Office</b>	
<b>Room: 245</b>	
<b>Intermediate Excel</b>	Monday, 4/27/20, 8:00 AM – 12:00 PM
<b>Intermediate Outlook</b>	Monday, 4/27/20, 1:00 PM – 5:00 PM
<b>Advanced Excel</b>	Wednesday, 4/29/20, 8:00 AM – 12:00 PM
<b>Advanced Outlook</b>	Wednesday, 4/29/20, 1:00 PM – 5:00 PM

# Which SDCCD Classified Professionals Microsoft Skills Training is right for you?

## Intermediate Excel

- Work with Functions
  - Work with Lists
  - Analyze Data
- Visualize Data with Charts.
- Create advanced formulas.
- Analyze Data with PivotTables & Pivot Charts.

## Advanced Excel

- Work with multiple worksheets & workbooks.
- Use Lookup functions & formula auditing
  - Share & protect workbooks.
  - Automate workbook functionality.
  - Create spark lines & map data.
    - Forecast data.

## Intermediate Outlook

- Modify messages & set global options.
- Organize, search, & manage messages.
  - Manage your mailbox.
- Automate message management.
  - Work with calendar settings.
  - Manage contacts & groups.
- Manage activities by using tasks.
- Share workspaces with others.

## Advanced Outlook

- Modify messages & set global options.
- Organize, search, & manage messages.
  - Manage your mailbox.
- Automate message management.
  - Work with calendar settings.
  - Manage contacts & groups.
- Manage activities by using tasks.
- Share workspaces with others.