

# Training & Professional Development Summer 2022 Schedule

Training Sessions Offered via Zoom					
<b>Excel 8</b>	<i>Continuation of the spring series</i>	6/2	2 - 3 p.m.	<b>Word - 10 Things to Know</b>	8/1 10 a.m. - 12 p.m.
<b>Excel PivotTables Basics (Part 1 of 2)</b>		6/7	10 - 11 a.m.	<b>Excel 2</b>	<i>New Excel series</i> 8/3 2 - 3 p.m.
<b>Excel 9</b>	<i>Continuation of the spring series</i>	6/9	2 - 3 p.m.	<b>Excel 15</b>	<i>Continuation of the spring series</i> 8/4 2 - 3 p.m.
<b>OneDrive Basics</b>		6/13	10 - 11 a.m.	<b>Colleague Basics*</b>	8/9 10 - 11 a.m.
<b>Excel PivotTables Basics (Part 2 of 2)</b>		6/14	10 - 11 a.m.	<b>Excel 3</b>	<i>New Excel series</i> 8/10 2 - 3 p.m.
<b>Excel 10</b>	<i>Continuation of the spring series</i>	6/16	2 - 3 p.m.	<b>Excel PivotTables Basics (Part 1 of 2)</b>	8/11 2 - 3 p.m.
<b>Excel 11</b>	<i>Continuation of the spring series</i>	6/23	2 - 3 p.m.	<b>Email Management - Inbox Zero</b>	8/15 10 - 11 a.m.
<b>Outlook - 10 Things to Know</b>		6/27	10 - 11:30 a.m.	<b>Excel 4</b>	<i>New Excel series</i> 8/17 2 - 3 p.m.
<b>Microsoft Teams Basics</b>		6/29	10 - 11 a.m.	<b>Excel PivotTables Basics (Part 2 of 2)</b>	8/18 2 - 3 p.m.
<b>Excel 12</b>	<i>Continuation of the spring series</i>	6/30	2 - 3 p.m.	<b>Informer Basics*</b>	8/23 10 - 11 a.m.
<b>Zoom Basics</b>		7/6	10 - 11 a.m.	<b>Microsoft Planner**</b>	8/24 10 - 11 a.m.
<b>Excel 13</b>	<i>Continuation of the spring series</i>	7/7	2 - 3 p.m.	<b>Excel 5</b>	<i>New Excel series</i> 8/24 2 - 3 p.m.
<b>Microsoft Forms Basics</b>		7/27	10 - 11 a.m.	<b>Zoom Basics</b>	8/29 10 - 11 a.m.
<b>Excel 1</b>	<i>New Excel series</i>	7/27	2 - 3 p.m.	<b>Excel 6</b>	<i>New Excel series</i> 8/31 2 - 3 p.m.
<b>Excel 14</b>	<i>Continuation of the spring Excel Series B</i>	7/28	2 - 3 p.m.	<b>*Class limited to faculty and staff.</b> <b>** New course</b>	

*The Excel series that begins July 27 will continue through the fall term.*

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- To find more information about the training classes offered, please go to the Training and Professional Development site on SharePoint, linked here:  
<https://regiscollege2.sharepoint.com/sites/its/training>
- To sign up for training classes, please go to the sign-up form, linked here:  
<https://regiscollege2.sharepoint.com/sites/regis-resources/SitePages/software-training.aspx>
- Training classes are free, and are available to Regis students, faculty, and staff.
- For the Summer 2022 schedule, all training classes will be taught via Zoom. When you sign up for a class, I will send you a Zoom meeting invite.
- Meeting invites will contain a link to the training document(s) for the class. If you wish to have a copy available during the training class, it might work best to print a copy.
- Some classes are taught as Parts 1, 2, and in some cases 3. If you wish to sign up for one, please sign up for all parts of that class.
- A series of 17 Excel classes is offered (Excel 1 through 15, plus Excel PivotTables Basics Parts 1 and 2), but you do not have to take all 17. However, even if you have been using Excel for years I recommend you start with Excel 1, as the likelihood is high that you will learn something new. If you are unsure where to begin, send me an email and we will figure it out together.
- If you sign up for a training class and then are not able to attend, please send me an email prior to the class.
- Please do not sign up for a class if you know that you will not be able to join on time, or if you know that you will need to leave before the class is completed.
- If you have any questions, please contact:

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