Harrisburg Campus
June, 2012

A	Administrative/Faculty
S	Support Staff
M	Maintenance
C	Campus Safety
P	Becoming a Supervisor
O	Open (All)

Thursday, June 14	Introduction to Office plus Windows 7 A,S,P
9:30-12:00 **Gail Farally-Semerad** Library LLPD 007C	Learn what all The BUZZ is about. This class will allow you hands-on access to Microsoft's latest version of Office. Learn about Microsoft's newest productivity suite's redesign and how to manipulate through the "ribbons" and the Office "home button." This is a total redesign of Office, which was revamped to increase your productivity based on the input of three million users. All new PC computers out on the market today come with Windows7 Operating System. Check out the new features of Microsoft's newest Operating system. Windows 7 makes the things you do every day easier, with fewer clicks, faster searching, easier browsing and simpler ways to connect.
Thursday, June 14	**Excel 2007: Getting Up to Speed A,S,P**
1:30 – 3:00 **Gail Farally-Semerad** Library LLPD 110C	Get a hands-on introduction to the new look of Microsoft Office Excel 2007, and see how to do what you're used to doing in Excel as you get up to speed. After completing this course you will be able to: • Get a handle on the new look of Excel. • Find everyday commands on the Ribbon: Cut, Copy, Paste, Insert Sheet Rows, Insert Sheet Columns, and Sum. • Save workbooks in the new Excel file formats.

Register On-Line For LLPD

Faculty and Staff are invited to register online for the Lifelong Learning and Professional Development Workshops. In response to your feedback, we have simplified the on-line registration workflow. Please review the workshops being offered this semester, discuss them with your supervisor, and then log on to CampusCruiser and register!Click on the **WebAdvisor** tab.

	Select	Course Name and Title	Meeting Information	Location	Faculty	Capacity / Available Seats
1	☑	LLPD-018-A (23985) The New Graphic Standards	Monday 03/14/05, 09:00AM - 10:50AM	Kapelski Learning Center, Room 136A, Main Campus	M. Fairley	15 / 15
2	☐	LLPD-115-A (23980) Presentation Server	Thursday 03/31/05, 09:00AM - 11:00AM	Kapelski Learning Center, Room 339A, Main Campus	J. Buttacavoli	15 / 15
3	☐	LLPD-403-A (23968) Scanning Test Demo	Wednesday 03/30/05, 02:00PM - 04:00PM	Room to be Announced , Main Campus	D. Ziegenfuss	16 / 15
4	☐	LLPD-402-A (23966) Problem-Based Learning	Monday 03/21/05, 02:00PM - 04:00PM	Kapelski Learning Center, Room 136A, Main Campus	D. Ziegenfuss	15 / 15
5	☑	LLPD-017-A (23965) Collaboration	Friday 03/18/05, 02:00PM - 04:00PM	Quick Center, Room 207, Main Campus	M. Lombardo	15 / 15
6	☐	LLPD-401-A (23964) Course Design/Active Learning	Wednesday 03/02/05, 02:00PM - 04:00PM	KIRK, Room 235, Main Campus	D. Ziegenfuss	15 / 15
7	☑	LLPD-016-A (23963) What Is News?	Tuesday 02/22/05, 02:00PM - 03:20PM	Cottee Hall, Room 118, Main Campus	C. Clark; M. Anderson	15 / 15
8	☐	LLPD-120-A (23962) CampusCruiser Basics	Tuesday 02/15/05, 02:00PM - 03:20PM	Cottee Hall, Room 118, Main Campus	L. Brehm	15 / 14
9	☐	LLPD-112-A (23957) Excel - Charts & Graphs	Tuesday 03/29/05, 09:00AM - 11:00AM	Academic Center North, Room HAL, Main Campus	J. Buttacavoli	15 / 15
10	☐	LLPD-111-A (23956) Access - Advanced Topics	Tuesday 04/05/05, 09:00AM - 11:00AM	Academic Center North, Room HAL, Main Campus	L. Staples	15 / 15
11	☐	LLPD-107-A (23955) Word - Formatting	Thursday 03/24/05, 09:00AM - 11:00AM	Kapelski Learning Center, Room 339A, Main Campus	L. Dilenno	15 / 15
12	☐	LLPD-110-A (23954) Introduction to Excel	Tuesday 03/15/05, 09:00AM - 11:00AM	Academic Center North, Room HAL, Main Campus	J. Buttacavoli	15 / 15
13	☐	LLPD-113-A (23953) Photoshop	Thursday 02/17/05,	Room to be Announced , Main	D.	15 / 15

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➤ Click on the **Employee Services** sub-tab.

➤ Click on the **Register for LLPD** menu option on the left-hand side of the screen.

➤ Select the course(s) you wish to register for by clicking on the check box next to your selection(s).

➤ Scroll to the bottom of this screen and click the **Submit** button.

➤ You will be presented with a confirmation screen showing the course(s) you have selected and your email address. To complete your registration click

- Submit
- Confirm
- OK

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A confirmation email will be sent to the following address: lmtaylor@mail.widener.edu

Submit

! When you receive your email confirmation we recommend you forward a copy to your supervisor.