Virtual MOS Instructor Session 1-23-15

✓ Have you ever had a specific question about a Microsoft Office product and not been sure who you could ask?
✓ Does your schedule make it difficult to invest an entire day in computer training?
✓ Have you ever thought to yourself, “There must be a simpler way to do this”?

If the answer to any of these questions is yes, read on!

The Division of Human Resources is pleased to provide a program entitled “Virtual Instructor-Microsoft Office Skills”. Based on feedback that we have received, as well as considering the importance of your time and time management, we have designed this program to be focused, easy to use and at no cost to you or your department. Here is how it works.

Consider your usage of any of the Microsoft Office products. (MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access) Think about specific topic areas within those programs that you would like to learn more about. Perhaps you are interested in creating slide templates in MS PowerPoint, or improving your graphing skills in MS Excel, or creating a mail merge in MS Word. Perhaps you recently took on new tasks that require computer functions that you have not used before. Think about computer tasks that require the most time and ways that you could more effectively utilize the Microsoft Office products. Complete the short questionnaire or e-mail your questions directly to Will Fahey (Manager of Professional and Organizational Development) at faheyw@rpi.edu. Be as specific as you can about the program and your area of interest. To be considered for this session, your questions must be submitted by January 16th 2015.

The questions will be reviewed and sorted into topic areas. From this information a schedule will be developed for the “Virtual Instructor”. This schedule, along with instructions for log in, will be posted on the Division of Human Resources’ webpage.

On Friday, January 23rd 2015, a webinar will be hosted by the Division of Human Resources from 9am-11am. The webinar will be facilitated by a Microsoft Office skills professional from one of Rensselaer’s technology partners, MicroKnowledge Inc. The webinar will follow the agenda and topic areas generated from your questions. Simply login to the webinar and participate in the training that is most useful to you! No need to walk across campus to a meeting room, or participate in topics that you might not use. You choose your level of involvement and participate right from your desk!

The Division of Human Resources looks forward to your participation in this exciting opportunity. Please feel free to contact Will Fahey at 276-2318 or faheyw@rpi.edu if you have questions or require additional information.