

Employee Technology Training – Summer

July 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 4 th of July	5	6	7
10	11 Sway 10:00-11:00	12 Open Lab 2:30-4:30	13 OWA 10:30-11:30 Excel (basic) 3:30-4:30	14
17 Omni 3:00-4:00	18 Open Lab 11:30-1:30	19 PowerPoint (basic) 11:00-12:00	20 Excel (formatting) 3:30-4:30	21
24 Open Lab 10:00-11:00	25 Office 365 11:00-12:00 Word (styles) 4:00-5:00	26 PowerPoint (transitions) 11:00-12:00	27 Excel (formulas) 3:30-4:30	28
31 Adobe Acrobat Pro 10:00-11:00	1 Open Lab 11:00-12:00	2 PowerPoint (action button) 11:00-12:00	3 Excel (advanced) 3:30-4:30	4

Ready to sign up? Visit the De Anza Employee Technology Training website:
<http://deanza.edu/learningresources/technology>