



## Florida Diagnostic & Learning Resources System (FDLRS) Microsoft Office 2010 Made Easy



Are you new to Office 2010 and need to know how to use these products to work more effectively and efficiently? FDLRS is offering an array of classes for those who **currently** have Microsoft Office **2010** to create accessible documents and collect data. ONLY those who have Office 2010 should enroll on the [Internet Scheduler](#). Go to FDLRS-FDLRS Technology and locate the specific class. Click on where and when I take this class and register. \*Enrolling in all classes is only advised for advanced users.

All trainings will be held at the Bartow Airbase (Highway 17) from 8-3. Please see the FDLRS website for <a href="#">directions</a> . Contact the local coordinator <a href="mailto:lourdes.day@polk-fl.net">lourdes.day@polk-fl.net</a> or call 863-647-4258 for more information.		
	<u>Trainings</u>	<u>Dates</u>
Microsoft Office 2010	<b>Word 2010 Creating Differentiated Documents with Universal Design (12 In-service Credits)</b> Use the new ribbon and discover shortcut commands to type and edit documents, add clip art, use autocorrect and much more to create differentiated documents. Learn tips to consider when creating accessible text. <ul style="list-style-type: none"> <li>• Basic typing and computer knowledge required</li> </ul>	Wednesday Jan. 11
	<b>Word II 2010 (12 In-service Credits)</b> Produce accessible forms and test with checkboxes and drop down menus that can be completed on the computer. Construct a table to merge with letters, labels, & certificates. <ul style="list-style-type: none"> <li>• Typing and intermediate computer knowledge required</li> </ul>	Wednesday Feb. 1
	<b>Word Extra 2010 (12 In-service Credits)</b> Create a newsletter with borders, clipart, shapes, smart art and the new features in Word 2007. <ul style="list-style-type: none"> <li>• Basic typing and computer knowledge required</li> </ul>	Wednesday. Feb. 8
	<b>Excel 2010 (12 In-service Credits)</b> Create a spreadsheet, write formulas, and generate charts to present data. Learn how to merge data into letters and labels <ul style="list-style-type: none"> <li>• Intermediate computer knowledge required</li> </ul>	Wednesday Feb. 15
	<b>PowerPoint 2010 (12 In-service Credits)</b> Produce and edit a slide show with transitions, and custom animations. Add music, sound, and quick time movies. <ul style="list-style-type: none"> <li>• Intermediate computer knowledge required</li> </ul>	Wednesday Feb. 22
	<b>Access 2010 (12 In-service Credits)</b> Create a database with a table, queries, forms, and reports. Merge data to create letters and labels. Import data from Excel to generate Access options. <ul style="list-style-type: none"> <li>• Advance computer knowledge required</li> </ul>	Wednesday March 7

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by contacting Tracy Hannah @ 647-4258 or Patricia Hunter, Equity Coordinator, @ 863-534-0513. If you are hearing or speech impaired, please contact the agency by calling Florida Relay Service @ 1-800-955-8771

For Employees of Polk County School Board to register for all FDLRS classes you must use the Professional Development System Scheduler found on the Internet. You must first know your SAP ID number located on the top right hand corner of your paycheck. It starts with 0. To register go to <http://pds.polk-fl.net/login.asp>

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