

Track 1: Technology Development

Current Fresno State employees are eligible to earn a Fresno State Technology Certificate by participating in 3 computer and web training courses. This training is offered as a free benefit to all Fresno State employees through the Department of Human Resources to help employees improve their professional skills and technological performance.

Course Descriptions

MS Word I

Learn the essentials of Microsoft Word 2007. This course will ease the transition from previous versions of Word and facilitate your understanding of the most current version.

MS Word II

Learn the advanced features of Microsoft Word 2007. This course will identify and apply the more advanced features such as: using tabs, mailer merging, labels and more.

MS Excel I: Beginning Excel

Learn the basics of Microsoft Excel 2007 with this step-by-step course designed to introduce and orient the new user to Excel. Learn to create documents and navigate your way through the program.

MS Excel II: Excel for the Intermediate User

This course is geared to those with previous experience looking to build confidence and learn more usable functions. This course will also ease the transition from MS Excel 2003 and older versions by illustrating key differences and similarities.

MS Excel III: Advanced Functions

Learn the advanced features of Microsoft Excel 2007. This course will cover content such as: formula auditing, data validation, creating charts and more.

MS PowerPoint

Learn the essentials of Microsoft PowerPoint 2007. This course will ease the transition from previous versions of PowerPoint and facilitate your understanding of the most current version. The course will guide you through the technical aspects of developing PowerPoint presentations.

Zimbra

Explore Zimbra by learning functions and applications that can benefit you in the workplace. This course is designed to facilitate your understanding of Zimbra and guide you to learn new tips and functions to build your knowledge and increase your efficiency in using the program.

Contribute

Learn essential information and helpful tips to successfully manage your website using Adobe Contribute.

Regional
Education for
Achievement in
Leadership