The Downstate Faculty and Staff are invited to the Downstate’s Centerwide Faculty Development Initiative’s

Introduction to Microsoft Office 2010

Did you know that there is a great learning curve from Microsoft Office 2003 to Office 2010?

Attend this workshop to learn how to:

Understand the interface
Customize the interface
Save documents for all to view

Presenter: Maryam McCallum, MAEd

Date: Wednesday, December 7, 2011
There will be three sessions:
10am-11am
11am-noon
2pm-3pm

Location: PC Training Rm 2 in the Medical Research Library (Lower Level)

Limited seating to 12, per session.
Please RSVP by Friday, December 2, 2011 via email to guarantee a seat
Contact information: facultydevelopment@downstate.edu
or call Angela Melton at x7420

Sponsored by:
Downstate’s Centerwide Faculty Development Initiative, The Medical Research Library of Brooklyn and Information Services