

SIGN UP FOR SESSIONS

Sign up for Microsoft Office training sessions, and more, in **myTraining**



➔ Go to myWSU

From wichita.edu, select **Quick Links**, then **myWSU**

➔ Select myTraining

The link is on the left side of the page



➔ Search for sessions

Use the search bar in upper right to find sessions



MICROSOFT OFFICE POWER USER PROGRAM

➔ ITS APPLICATIONS TRAINING





WSU MICROSOFT OFFICE POWER USER PROGRAM

POWER USER PROGRAM

ITS Applications Training is excited to announce a new training program for WSU faculty and staff!

Attend a suite of ITS led Microsoft Office trainings within one year and become a WSU Microsoft Office Power User. You will receive a certificate, your name listed on our website... and a lot of useful knowledge!

➔ Visit wichita.edu/poweruser

➔ Become a WSU Microsoft Office Power User

Attend the following sessions within one year

- ▶ Word Essentials
- ▶ Outlook Essentials
- ▶ PowerPoint Essentials
- ▶ OneNote Essentials
- ▶ Excel Essentials
- ▶ Excel Pivot Tables, Charts and Pictures
- ▶ Excel Advanced Formulas

POWER USER GALLERY

Congratulations to the faculty and staff who have become Power Users!

To see a gallery of current Power Users, please visit:
➔ wichita.edu/poweruser



➔ JENNIFER ANOZIE, POWER USER

