

# N: Microlearning

**Do you want to provide learning opportunities for your team members but find it hard to send them to an all-day class?**

Try one of Novant Health's microlearning sessions! Microlearning targets specific skills or topics and is designed to enhance job performance through easy to access, short, effective training that is relevant to the team member's job role.

These classes are instructor-led, interactive, and taught online using the latest technology. Sessions are scheduled for 60 minutes or less. All that is needed is a computer and a telephone. No travel is involved! **Register Now In I-Learn!**



#### Dates and times:

##### **z3750 WebEx 101 for Participants:**

- 9/10/18 - 3pm to 4pm
- 10/30/18 - 9:30am to 10:30am
- 11/18/18 - 10am to 11am
- 12/17/18 - 2pm to 3pm

##### **z3463 Excel to New Heights: Creating a Simple Budget**

- 8/22/18 - 2pm to 3pm
- 10/18/18 - 10am to 11am

##### **z3454 Excel to New Heights: Managing data by sorting and filtering**

- 10/29/18 - 2pm to 3pm

##### **z3635 Excel to New Heights: Reporting Data with Charts**

- 9/7/18 - 1pm to 2pm
- 11/15/18 - 2pm to 3pm

##### **z3824 Excel to New Heights: VLOOKUP Demystified**

- 9/17/18 - 2pm to 3pm
- 10/18/18 - 2pm to 3pm
- 11/8/18 - 2pm to 3pm

##### **z3804 What in the World is OneNote? OneNote Basics**

- 8/22/18 - 10am to 11am
- 9/18/18 - 2pm to 3pm
- 10/22/18 - 12pm to 1pm
- 11/16/18 - 10am to 11am

##### **z3807 What in the World is OneNote? OneNote Advanced**

- 10/3/18 - 2pm to 3pm
- 11/6/18 - 10am to 11am
- 12/18/18 - 9am to 10am

#### **z3750 WebEx 101 for Participants**

This class provides practice using interactive WebEx tools that are used in microlearning webinars.

#### **z3463 Excel to New Heights: Creating a Simple Budget**

This class teaches participants how to create basic formulas and enter content using autofill options.

#### **z3454 Excel to New Heights: Managing data by sorting and filtering**

This class teaches participants to manipulate data ranges using sorting and filtering commands.

#### **z3635 Excel to New Heights: Reporting Data with Charts**

This class teaches participants how to create charts in Excel in three easy steps: select data, choose appropriate chart type, and customize the chart.

#### **z3824 Excel to New Heights: VLOOKUP Demystified**

This one hour interactive class will focus on creating and using the VLOOKUP Conditional formula.

#### **z3804 What in the World is OneNote? OneNote Basics**

This class provides the participant with an introduction to the power of using OneNote to organize and collaborate.

#### **z3807 What in the World is OneNote? OneNote Advanced**

This class introduces advanced features in OneNote used to organize data and collaborate with others (Prerequisite: z3804).