

IT Training Schedule August – September 2024

To request **IT training** for your department or recommend **new training topics**, submit an **IT Help Desk ticket** or email fstrain@fortunesociety.org.

For a workshop description, click the link [Microsoft Training Catalog](#). **Most workshops are online using Microsoft Teams**. Click this link on [How to use Microsoft Teams](#). For **September 9** and **September 16**, there will be **In-Person** training in the Computer Lab, Room 133 at the **LIC location**.

TO REGISTER: Follow the instructions below. To add registered training to your Outlook calendar, follow step 10.

If you cannot attend a session you registered for, follow the instructions below to unregister.

August

Microsoft Word Basics

Date	Time	Location
Monday, August 26	11:00 AM – 12:30 PM	Microsoft Teams

CaseWorthy Fundamentals

Date	Time	Location
Thursday, August 29	2:00 PM – 3:30 PM	Using Microsoft Teams

September

Microsoft Excel Basics

Date	Time	Location
Tuesday, September 3	11:00 AM – 12:30 PM	Using Microsoft Teams

Microsoft Excel Functions and Formulas

Date	Time	Location
Monday, September 9	2:00 PM – 3:30 PM	In Person LIC Computer Lab 133

Microsoft Excel Online: Dynamic Array Functions **New**

Date	Time	Location
Monday, September 16	11:00 AM – 12:30 PM	In Person LIC Computer Lab 133

Microsoft Excel 365 App: Dynamic Array Functions **New**

Date	Time	Location
Monday, September 23	11:00 AM – 12:30 PM	Using Microsoft Teams

CaseWorthy Fundamentals

Date	Time	Location
Thursday, September 26	2:00 PM – 3:30 PM	Using Microsoft Teams

Microsoft Excel Macros

Date	Time	Location
Monday, September 30	11:00 AM – 12:30 PM	Using Microsoft Teams

Coursera Online Training

Date <i>*Schedule is subject to change</i>	Time	Location
Any Time	Any Time	Online
To access Coursera Online Training		
1. Submit a Help Desk ticket		

REGISTER for classroom instructor-led workshops:

Note: Please get in touch with the help desk if you need assistance with the registration process

1. Log into Litmos <https://thefortunesociety.litmos.com/>
2. Click **Live Sessions**
3. Under Assignment Type, click **Via Content Library**
4. Click **Apply**
5. Locate the training date, then click **Register**
6. Click **Register**
7. Click **Exit** (upper right corner)
8. Click **Home** (upper left corner to go back to learner homepage)
Note: To register for more training, repeat steps 3 – 6.
9. After successful registration, you will receive an email with an appointment from The Fortune Society [<system@litmos.com>](mailto:system@litmos.com)
10. **Outlook 2019 / 2013**
 - a. Double click **appointment**
 - b. Click **Yes** to “Add this Calendar to Outlook”

Outlook 365

- a. Position mouse pointer on **appointment**
- b. Click **plus sign** to Add to Calendar

TO UNREGISTER:

1. Log in to **Office 365**, if necessary
2. In the upper left corner, click **App Launcher**
3. Click **All apps**, then click **Litmos**
4. From learner's homepage, click **Live Sessions**
5. Click **Registered Sessions**
6. Click **Learn More**
7. Click **Unregister from session**
8. Click **Exit** (upper right corner)
9. Click **Home** (upper left corner to go back to learner homepage)
10. You will receive a **SESSION UNREGISTERED** email from The Fortune Society system@litmos.com
11. From **Outlook calendar**, locate **training appointment**
12. Delete the **training appointment**