


Microsoft Office Workshops



<http://professionaldevelopment.fiu.edu>





FLORIDA INTERNATIONAL UNIVERSITY
Division of Information Technology

Single Sign-On

MyFIU **MyAccounts** **FIU Home** **UTS**

Log In

Enter your FIU MyAccounts UserName and Password
(e.g.: jdoe001)

MyAccounts UserName

Password

Warn me before logging me into other sites.

LOGIN

Instructions

Please sign in with your FIU MyAccounts username and password to access FIU information systems, such as eTraining, eCampus, and Qualtrics.

Need Help Logging In?

If you forgot your username/password, [click here](#) to visit MyAccounts Web site.

If you still have trouble logging in, contact the UTS Support Center online at uts.fiu.edu or by calling 305-348-2284.

For security reasons, please log out and close your browser after each session.



Enroll	My Classes	My Record	PDH Form
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Welcome to FIU's professional development online enrollment system. Here you can register for classes hosted by the various departments at FIU. Each class will help to develop needed professional skills and provide insight into special topics that can enhance your career and help the community as a whole.

Please use the menu at the top of this page to navigate through this site.

- Enroll
- My Classes
- My Record
- PDH Form

SEARCH BY KEYWORD

Search

Below you can search by keyword(s). Basic search rules using **and** and **or** apply. *Example:* If you wanted to search for courses about **Moodle**, then you would enter the keyword **Moodle**. And if you wanted to learn more about **Microsoft Excel®**, then a search for **Office or Microsoft** should work. Likewise a search for **Microsoft and Excel** would return only Microsoft Excel® courses.

Keyword: [Search](#)

BROWSE DEPARTMENTS

Department	Courses
Advancement	2
Advisor Development Series	1
Compensation	1
Educational Technology Services	24
Environmental Health and Safety	5
Office of Employee Assistance	5
Office of the Controller	8
Recruitment Services	1
University Compliance Office	2

Educational Technology Services



COURSES AVAILABLE:

Levels: Fundamentals, Intermediate, and Advanced



Excel (Charts and Graphs, Pivot Tables, Formulas)



PowerPoint



Word (Mailings Tab, Working with Large Documents)



Outlook (Administrative Assistant)



Access

Excel: Fundamentals [2.00 Hour(s)]

This course is designed to help users of Excel understand the main features of the program. This is an entirely 'hands on' course and is geared to familiarize you with the Excel interface.

Classroom Session(s)

Capacity	Location	Date	Start	End
<input type="radio"/> 12/23	MMC: GL-141E	Wednesday, May 21st 2014	10:00 AM	12:00 PM
<input type="radio"/> 2/20	BBC: AC1-393	Friday, June 13th 2014	2:00 PM	4:00 PM
<input type="radio"/> 2/23	MMC: GL-141E	Tuesday, June 24th 2014	2:00 PM	4:00 PM

Select

Select



✓ Pending enrollment for 'Excel: Fundamentals' has been added.

Enroll	My Classes	My Record	PDH Form
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Confirm Pending Enrollments

- ✗ ETS - Excel: Fundamentals



Successfully enrolled in Excel: Fundamentals!

RECEIPT OF ENROLLMENTS

Educational Technology Services - Excel: Fundamentals

Location	Date	Time
MMC: GL-141E	2014-05-21	10:00 AM–12:00 PM

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