Training Spotlight:
Microsoft Excel Classes

Excel Basic
July 25, 1 p.m. - 4 p.m. | DIRAC 208 | Sign-Up
Designed for beginners who want to learn how to use Microsoft Excel to create and manage spreadsheets. This hands-on course will teach you how to create a spreadsheet, explore the functions of Excel's menu ribbons, how to format, sort, filter, and manipulate data, how to write basic formulas, and how to create basic charts.

Excel Intermediate
July 26, 1 p.m. - 4 p.m. | DIRAC 208 | Sign-Up
If you’re already familiar with basic formulas and functions of Microsoft Excel, then Intermediate Excel is the perfect class for you. Learn how to create, edit, and manipulate pivot tables and use the XLOOKUP function to work with large amounts of data. Gain the skills you need to analyze and present data with confidence, accuracy, and efficiency!

Advanced Excel will be offered August 4.
For more information visit the Training Calendar.
Recommended Course: LinkedIn Learning

Communicating with Emotional Intelligence

Developing emotional intelligence can help you succeed at any stage of your life or career. It can also help you become a better leader, mentor, and coach. In this LinkedIn Learning course, you will learn how to understand others’ perspectives, balance empathy and accountability, demonstrate listening, and respond appropriately to a variety of verbal and nonverbal cues. Using these simple techniques, you can quickly improve your communication and make conversations at work and home more productive and satisfying.

How do I access LinkedIn Learning?

LinkedIn Learning is available to FSU employees and students for free! Access online training videos on a wide range of software, design, and professional development topics.

- Go to its.fsu.edu/LinkedInLearning
- Click Sign In
- Sign in with your FSUID and password

Featured Training Resources for HR Department Representatives

People choose to work at FSU for many reasons, and there are even more reasons why they stay for a career. As your department employs and recruits new talent, the Office of Human Resources coordinates many training resources available to support your new hires and HR department reps.

Onboarding Portal Guides

The electronic onboarding portal streamlines the completion of new hire paperwork, background checks, and other pre-employment requirements. Learn about tips for department representatives and approvers and answers to frequently asked questions at hr.fsu.edu/smartonboarding.

New Employee Orientation

New Employee Orientation (NEO) is available online for all newly hired employees. The Canvas self-enrollment links are available on the HR New Employees website. Please note that new hires must be active employees with an activated FSUID to access all components of NEO training.

Questions about anything in the newsletter? Contact us at training@fsu.edu or (850) 644-8724
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