

### **CHARTrunner software training**

A two-hour session geared toward staff that will be preparing quality reports. This session will provide:

- A brief overview comparison of line graphs and control charts
- Software training of CHARTrunner
  - Data formatting in Excel
  - Control chart definition in CHARTrunner
  - Graph presentation in PowerPoint

#### **Prerequisites:**

- How to work with folders in Windows Explorer (Shared Drive access, call x62160)
- Basic Excel Knowledge (formatting cells, data entry)
- Familiarity with PowerPoint is a plus, but not required

#### **Schedule (registration required): Maguire Building 2817 1PM –3PM\***

May 6, 2008	1-3PM
August 5, 2008	1-3PM
October 29, 2008	1-3PM
January 21, 2009	1-3PM

\*Space is limited to 6 attendees per session, Please register on e-Learning

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### **CHARTrunner software training (Advanced PC Skills)**

A faster paced two-hour session geared toward staff that will be preparing quality reports. This quicker pace will allow more examples to be covered and questions to be answered. This session will provide:

- A brief overview comparison of line graphs and control charts
- Software training of CHARTrunner
  - Data formatting in Excel
  - Control chart definition in CHARTrunner
  - Graph presentation in PowerPoint

#### **Prerequisites:**

- How to work with folders in Windows Explorer (Shared Drive access, call x62160)
- Intermediate Excel Knowledge (data entry, formula use, copy/paste)
- Intermediate PowerPoint Knowledge (Create new presentations, Insert and resize/move Clip Art, add text boxes, change fonts of text boxes)

#### **Schedule (registration required): Maguire Building 2817 1PM –3PM\***

June 3, 2008	1-3PM
October 8, 2008	1-3PM
March 11, 2009	1-3PM

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### **Understanding and Presenting Quality Data**

A one-hour session geared toward an audience that will be presenting quality data, or making decisions from quality data. This session will provide education including:

- Why control charts are the “gold standard” in quality assessment
- How to interpret information presented in control charts
- Responding to information from a control chart
- Example control charts

#### **Schedule (registration required): Maguire 3922 (CCE Conference Room)\***

September 30, 2008	1-2PM
December 2, 2008	2-3PM
February 3, 2009	10-11AM
May 19, 2009	10-11AM

\*Space is limited to 12 attendees per session, Please register on e-Learning