

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*

April 21, 2010	9-11 AM
August 18, 2010	9-11 AM
November 10, 2010	9-11 AM

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

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 – 9-11am*

April 29, 2010	9-11 AM
August 26, 2010	9-11 AM
November 18, 2010	9-11 AM

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

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)*

May 5, 2010	10-11 AM
September 2, 2010	10-11 AM
December 1, 2010	11-12 Noon

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