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How to make a training calendar in excel

The overarching mission of the Bioinformatics Training and Education Program (BTEP) is to disseminate information and best practices related to understanding concepts for data analysis and application of bioinformatics tools to extract meaningful results from research data. BTEP attempts to organize comprehensive bioinformatics training events that benefit the diverse scientific community across CCR, and achieves this through a multi-pronged approach of scheduling seminars, webinars, and workshops by experts (both within and outside of NIH) on relevant bioinformatics topics. One of the primary and most effective ways has been to collaborate with analysts using open-source software, as well as representatives for commercial packages (licensed by CCR/NCI/NIH), to organize training on bioinformatics tools that would be useful for the CCR scientific community. The training sessions can be in multiple formats depending on the needs of the software. The most common format is a hands-on workshop that is generally limited to 25 students, with preference being given to CCR personnel. Other formats, as mentioned, include informational seminars, introductory webinars and more comprehensive talks, based on various criteria related to the software tool and logistics. By Erika Dean 1 BananaStock/BananaStock/Getty Images If you use Microsoft Excel, you have access to many Office templates, such as those for expense reports, invoices, taxes, and calendars. Using these templates can save you the time you would use to create something yourself. If you need to add a three-month calendar to Excel, you can do so by downloading a template from Microsoft Office Online. Open the Excel workbook to which you want to add a three-month calendar. Click the Office button and select "New." This will open a list of Microsoft Office Online templates. Click the "Calendars" tab and search through the calendars. When you find a three-month calendar, click "Download." The calendar template will open in a new page. Highlight the calendar with your mouse. Right-click and select "Copy." Right-click over the area of the worksheet you want to insert the three-month calendar, then select "Paste." A three-month calendar will now be added to your Excel worksheet. We are proud to offer a variety of seminars and programs that are pertinent to the varied work we do. The calendar of events lists these seminars and programs. If you have any questions regarding these events, please contact us. One of the first things people do when they make the decision to "get organized" is buy some kind of calendar. It might be a dayplanner, a desktop "blotter-pad" calendar, a Palm or Blackberry, or some other kind of device or system they can schedule all their appointments and obligations in. Most of us instinctively understand that the key to good time management is knowing where to be and what to be doing there at any given time. And we also recognize that our ability to keep track of all our obligations in our head is severely limited. Effective calendar management goes hand in hand with good task list management. While a task list is a great moment-to-moment tool, a calendar is much better at presenting "the big picture". With a glance, you can see a day, a week, a month, even a year at a time, allowing for both short-term and long-term planning in a way that a task list can't. What kind of calendar? The functional requirements of a calendar are pretty basic: Your calendar should be easy to write in, easy to read, and available whenever you need it. How those criteria are going to be best met is really up to you, based on your own personality. In general, calendars fall into three broad categories: paper calendars like dayplanners and Moleskine planners, computer programs like Outlook and Sunbird, and online calendars like Google Calendar and 30 Boxes. Each type of calendar has its own pros and cons. Paper Calendars Pros: Great for people who think best with a pen or pencil in hand Easy to use, minimal learning curve No special technology needed Never runs out of batteries Cons: Difficult to share with other people or move data to another system Limited physical space makes scheduling far in advance difficult Recurring events need to be entered by hand Can be lost; backup strategies are awkward at best (e.g. photocopies) Needs to be replaced every year Computer-based Calendars Pros: Appointments and recurring events are easy to create Data can be exported to or imported from other systems Events can be emailed to other people Many programs allow rules to be set up determining, for example, what information is public and what is not Notes, files, and other information can be added indefinitely Can schedule events easily years in advance Data can be backed up regularly Cons: Data corruption is possible, altering or even deleting events Too many options can make simple event scheduling complicated Need physical access to your computer or PDA/smartphone to see schedule On PDAs: batteries can fail, leaving you calendar-less Steeper learning curve than paper Dependent on technology Online Calendars Pros: Access anywhere you have an Internet connection, including public computers Share your calendar or part of your calendar easily Some, like Google Calendar, have natural language scheduling, allowing phrases like "Lunch with Tom tomorrow at noon" to be translated into calendar entries Exchange data with other online services, like task lists, web sites, RSS readers, weather services, news sites, etc. Cons: Security concerns: are you comfortable allowing Google to (potentially) read your calendar entries? Security vulnerabilities: calendar could be open to unauthorized access You might be without Internet service, or the site could go down At the mercy of host's business plan - they could go under, taking your data with them My setup: a hybrid calendar system use a combination of software-based and online calendars. My primary calendar is kept in Outlook (totally square, I know!). I also have an online calendar with Google. Thanks to Google Calendar Sync, a program that runs in my taskbar and synchronizes my Outlook and Google calendars, both calendars are kept up to date. I sync my Blackberry with Outlook, which means I always have a copy of schedule with me. If I add events on the Blackberry, they get synced to Outlook when I connect to my PC, and those changes get uploaded to Google when Google Calendar Sync runs. I also have my Outlook .pst file (where the calendar and all other Outlook data is stored) set to save to an external drive every night. So I have multiple redundancies in case any part of the system fails. (I also print a hard copy from Outlook if I'm going to be out of town, just in case my Blackberry breaks and I can't find a computer to check my Google calendar.) There are two philosophies about how to use your calendar. The first, which is recommended by David Allen in Getting Things Done, is to only put in your calendar those events which have to happen at that time - meetings, appointments, scheduled phone calls, etc. The rest of the time, you're working from your task lists according to your sense of what the most important thing to work on right now is. I disagree with that approach, though I admit it seems to work for many people. But I believe in scheduling everything - appointments and meetings, but also blocks of time for email or phone calls, meals, travel time, and most importantly, "project time". Project time is a block of time devoted to making progress on some active project I'm working on at the moment. If I don't schedule that kind of stuff, I know the relatively trivial stuff will expand to fill all the space between my (rare) scheduled events - and I won't find time for the important stuff. To be honest, that probably isn't too far from the spirit of GTD, even if it's against the "letter or the law" as set down in Allen's books. Working on projects often is something that has to be done at a set time, or it doesn't get done. Working on email is the opposite - if it's not done only during the times I schedule, it can easily fill the whole day. My advice, then, is to determine what absolutely has to be done each week and schedule all of it - and stick to the schedule. That means you give everything you've scheduled the full block of time allowed to it - but not more than that. Use a timer, if necessary. The point of using a calendar isn't just to make sure you work on your important tasks at set times during the week, it's also to make sure you leave adequate time for the stuff that can't be easily scheduled - time "off the clock", enjoying yourself. Your calendars What about you? Are you a fan of paper, software, or "in the cloud" calendars? What's your setup? And how do you use your calendar to keep yourself on track? Tell your calendar story in the comments. Featured photo credit: Pexels via pexels.com So, what else can Excel do? People ask this question all the time. The answer is "almost anything." Excel has evolved into one of the most versatile programs available. In addition to spreadsheets that calculate everything, it's also a database, a programming tool, a graphics program with charts, tables, drawing tools, photos, clipart, and even layout abilities, and it's a limited, but functioning, word processor (with a spell checker, Thesaurus, grammar tools, research capabilities, translation functions, and more). With its graphic features, you can create anything from a detailed drawing to an edited photo. You can make calendars, note pads, list pads, schedules, grid/graph paper, greeting cards, business cards, etc. If you're wondering why anyone would use Excel over programs such as Photoshop and/or Illustrator, the answer is simple. Not everyone has access to graphics and/or photo-editing software. And, although Windows includes PC Paint as an Accessory program, it's actually easier—in many cases—to use Excel for some projects. This week, a calendar; next week, note pads and lists. After that, we'll tackle several other projects for those who prefer to use Excel for graphics. How to start your calendar Open a blank worksheet. Highlight Columns A through G, then roll your cursor down to extend the highlight through Row 7, making the range A1 through G7. From the Home tab, select the Cells group, and click Format > Column Width. Type 18 in the Column Width dialog box, then click OK. With the range still highlighted, select the Cells group, and click Format > Row Height. Type 75 in the Row Height dialog box, and click OK. Move your cursor to the Home position, A1. Change the Row Height to 118. Cursor down to A2 and change the Row Height to 30. JD Sartain 1-Select range, adjust column + row size. Highlight the range A1 through G7 again. Select the Page Layout tab, choose Orientation from the Page Setup group, and click Landscape. Next, click Margins from the same tab and group, and select Custom Margins from the list. The Margins tab in the Page Setup window appears. Press the Tab key once, and your cursor moves to the first setting: Top. TIP: It's so much easier and faster to just tab and type through these settings, rather than trying to highlight each field box and cursor the up/down arrows. In the Top field box, type .25, then press the Tab key and your cursor moves to Bottom. Enter .25, press the Tab key, cursor moves to the Left field box. Enter .25, Tab to the Right field box, enter .25. Press the Tab key, cursor moves up to Header, enter 0. Then tab again down to Footer, and enter 0. Press Tab again, and the cursor moves to the Center on Page panel. Check both Horizontally and Vertically, then click OK. With the area still highlighted, click Print Area > Set Print Area from the same tab and group. It looks like nothing happened, but press the Home key once, and notice the solid (or dotted) line around the area you just selected. This is the area of your spreadsheet that Excel prints, as long as you don't change the Print Area to something else. Highlight a new area: A2 through G7. Click the Borders button in the Fonts group, under the Home tab, then choose All Borders from the drop-down list. JD Sartain 2-Page Setup and Borders for your calendar. Enter the days of the week in Row 2 (A2:G2), center horizontally and vertically, then enter the days of the current month on the calendar. Next, merge the top cells into one. Highlight Row A1 through G1, then select Merge & Center from the Merge button under the Home tab, Alignment group. Now, let's add a fancy title (June 2015). Click Insert > Text > WordArt and choose a style for your text, then type June 2015 in the field box. JD Sartain 3-Merge cells and insert WordArt. If you'd prefer a more ornate month and year, try some clipart. Delete the WordArt, then select Insert > Illustrations > Online Pictures, and type June in the search box. Choose an image for the title, then size to fit. Next, add some clipart images to decorate your calendar. Select Insert > Illustrations > Online Pictures again, type Summer in the search box, then choose from the filtered selection. Size to fit in the space provided. Note: Sizing down is usually no problem, but enlarging (or sizing up) will likely result in a blurred image. JD Sartain 4-Use WordArt or clipart to enter the month and decorate the calendar. If you happen to select an image with unwanted areas, such as a picture with the wrong year, you can crop the image to remove that element, but only if it's standing alone beside a border. First, the image must be selected so the Picture Tools/Format menus are displayed. Select Format > Crop > Crop. Notice the black "handles" around the image. Put your mouse cursor on one of the handles, hold down the left mouse button, and then slide the handle up, down, or over to crop out the unwanted sections. When satisfied, click anywhere outside the image borders and the image is cropped. JD Sartain 5-Crop unwanted parts out of the images. Next, size and place. But the background is blue, and you want a transparent background. No problem. Select the image, (the Picture Tools/Format menus appear). Choose Format > Remove Background > Mark Areas to Keep. Use the handles on the image to adjust the border around the parts of the picture you want to keep. Since you've already cropped it, just stretch the borders towards the center, then click outside the image area and it's done. The background is transparent, the wrong year is cropped out, and it's sized to fit in the header space above your calendar. JD Sartain 6-Size, place, and remove the image background. Last, add holidays and any special occasion days such as birthdays, graduation, or anniversaries. To add text to a date, position your cursor on the target date; for example, June 12th. Press the function key F2 to edit this cell. The cursor positions to the right of the number 12. Because the numbers are on the bottom-right corner—unless you want to change that—press the Home key to reposition the cursor before the day. Now type the name of the occasion, then press Alt+Enter (hold down the Alt key, then press the Enter key, then release both keys), once for each additional line added—in this case, once to separate the text from the number, then three more times to move the text to the top of the calendar box. Now the data is on the right. No problem, just click the Align Right button on the Home tab, Alignment group and the data moves to the right. JD Sartain 7-Add special occasion days. Note: the image is cropped to fit this page. The original is a complete seven-day calendar. Note: You cannot right-justify the number, then center or left-justify the text, because Excel doesn't allow multiple paragraph styles in the same cell. You can click the Increase Indent button (also in the Alignment group) to move the data two pixels away from the right border. But you can use multiple font attributes such as Bold for the number and Italics or a different color for the text. Press F2 to edit, then highlight the number or the text and choose a new color or attribute. If you want both the same, then just position your cursor on that cell and choose an attribute and color. Note: When you purchase something after clicking links in our articles, we may earn a small commission. Read our affiliate link policy for more details.

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