



INDIANA UNIVERSITY

UNIVERSITY INFORMATION TECHNOLOGY SERVICES



IT TRAINING

SIMPLIFYING TECHNOLOGY, ENHANCING PRODUCTIVITY AND SKILLS

<http://ittraining.iu.edu>

IUB: ittraining@indiana.edu • 812-855-7383

IUPUI: ittraining@iupui.edu • 317-274-7383

2011—2012 Academic Year Catalog

STEP AHEAD

WITH AWARD WINNING TRAINING

UITS IT Training consistently wins multiple international awards for its STEPS workshop materials and online training offerings. Our exceptional training materials are not only offered at IU; in fact universities and organizations from across the country are using our workshop materials in their own training programs.

ON THE MOST CURRENT TECHNOLOGIES

We offer training on the most current operating system and application versions:

- Windows 7
- Office 2010
- Adobe CS5

And more! We keep our technology up to date to help you keep on top of the most current innovations.

TAUGHT BY EXPERIENCED INSTRUCTORS

Our instructors average more than 10 years of experience in developing and delivering training and education. In addition, our staff members have chaired programs, judged competitions, and presented papers at national conferences.

WILL TEACH YOU WHAT YOU NEED TO KNOW!

IT Training's STEPS workshops are designed to help you build your productivity and problem solving tool set. By making the technology simpler for you, we can also help you expand your creativity canvas. We save you time and allow you to get your work done more efficiently and effectively. In fact, in 2011, 97% of all STEPS workshop participants said on their workshop evaluation form that skills they learned in the workshop would help them in their career or academic work. The survey indicated an overwhelming 97% satisfaction with our self-study options (e.g., lynda.com, downloadable workshop materials, Skillsoft and Microsoft eLearning courses, IT Training Tips blog, and Oncourse Feature Demos).

READY, SET, LEARN!

Look through the catalog and visit us online and get a STEP ahead!

<http://ittraining.iu.edu>

NEW THIS FALL

LEARN WITH LYNDA FOR FREE

Lynda.com is a leading provider of online self-study training, with comprehensive coverage of Adobe applications and technologies, open source software, Macintosh applications, and multimedia and web programming. Lynda's video-based elearning format works well for those who are short on time and need self-study options.

IU students, faculty, and staff statewide get free access to the entire Lynda eLearning library.

Be sure to take a look at all that Lynda has to offer — with more than 1000 course titles, she has something for everyone:

- lynda.com is available 24/7.
- Search filters that allow you to access the topic you need.
- Videos with Audio instruct you in interesting activities with downloadable exercise files so that you can also follow along.
- Tap into IT resources for teaching, learning and research.

Learn more at: <http://ittraining.iu.edu/lynda>

FREE STEPS WORKSHOP MATERIALS

IU faculty, staff and students can now download PDF versions of IT Training's STEPS workshop materials on Adobe and Microsoft applications and more for self-study learning. Go to <http://ittraining.iu.edu> and click the Downloads tab at the top of the window. Then click Materials & Exercise Files to a complete list of available topics. Find your topic of interest in the list, click the pdf link to get the materials and the Files link to get the necessary start file if applicable. Then you have everything you need to start learning on your computer!

COACHING SESSIONS

If you've attended at least one STEPS workshop, you can now also attend free open-ended coaching sessions. An IT Training staff member will be on hand to answer your questions on how to apply what you learned in the workshops to the tasks you need to complete.

IT TRAINING TIPS BLOG

Our IT Training Tips blog (<http://ittrainingtips.iu.edu>) has short text and video based tutorials and how-to tips on a wide range of technology topics. Use IT Training Tips to learn more about applications you learned to use in STEPS workshops or to start studying new computing topics.

STAY IN TOUCH

You can subscribe to our new monthly it2go newsletter to keep up to date with the latest training news. You can also subscribe to the IT Training Tips blog or follow us on Twitter or Facebook. See the Stay in Touch section at <http://ittraining.iu.edu>.

QUESTIONS? CONTACT US!

UITS IT Training

IU Bloomington • 812-855-7383 • ittraining@indiana.edu
IUPUI Indianapolis • 317-274-7383 • ittraining@iupui.edu

Contents

STEPS Workshops	4
Self-Study, Certification Exams & Group Training Options	5
STEPS Certificate Series	6—7
Access 2010	8—9
After Effects CS4 & Audacity	9
Cascade Server & Cascade Style Sheets	10
Dreamweaver CS5 & EndNote	11
Excel 2010	12—13
Fireworks CS5 & Flash CS5	14
GIS & Hardware	15
Illustrator CS5	16
InDesign CS5 & Microsoft 2010	17
Outlook 2010, Page Design, Perl & Python	18
Photoshop CS5	19—20
PowerPoint 2010	20—21
Project Labs & SAS	22
Soundbooth CS5, SPSS, SQL & Unix	23
Usability, Video, Web Publishing	24
Word 2010	25
XHTML & XML	26
Two Campuses—One Program	27
Maps to Our Sites	28

HANDS-ON, INSTRUCTOR-LED COMPUTING WORKSHOPS & CERTIFICATE SERIES

STEPS Workshops are open to everyone, and most are free to students from any IU campus. In addition:

- Our STEPS hands-on computing workshops have won multiple national awards.
- Workshops are offered on more than 80 beginning to advanced topics.
- Workshops are offered in a modular sequence so you can take the appropriate workshops for your skill level.
- Most workshops are 1-3 hours long and include materials you keep.
- Many workshops are part of a series to help you build skills over time.
- Workshops combine instructor lecture with hands-on practice.
- Assistants are available to help participants.
- You can download exercise files from our Web site to work through the materials on your own.
- Brief descriptions of all STEPS workshops can be found on pp. 8-28.
- STEPS Certificate Series are available. Series enable you to earn certificates by taking a group of related STEPS workshops. Paying participants receive a 10% discount when they register for all workshops in a series at once. See descriptions on pp. 6-7.
- We can provide assistance for persons with disabilities. Advance notice is important. Contact us if you have a need.
- The most current descriptions, schedules and registration information can be found online at:

<http://ittraining.iu.edu/workshops>

CANCELLING YOUR ENROLLMENT

Due to the popularity of our workshops, we ask that you give us at least three weekdays advance notice if you will be unable to attend a workshop. You can cancel your enrollment online through your user profile or by contacting us.

- If you paid to enroll in a workshop that you cannot attend, we will refund your registration fee only if you notify us at least three working days before the day the workshop is scheduled to be taught.
- If you are enrolled in a free workshop that you cannot attend, please notify us at least three weekdays in advance of the workshop so that we can make your seat available to other participants. Anyone who enrolls but fails to attend or give adequate advance cancellation notice for three free workshops during an academic year will lose their free registration privileges for the rest of that academic year. Students who lose their free registration privileges can still reserve a seat in a workshop for a fee or participate as a walk-in registrant at no charge, provided that seating is available.

OUR GUARANTEE

If you paid to attend a regularly scheduled STEPS workshop and are not completely satisfied with it, we will cheerfully refund your registration fee.

OTHER TRAINING OPTIONS

Classroom - Certificate Series enable you to grow your skills in depth by taking a series of related workshops. Certificate Series are available in Access, Desktop Publishing, Excel, Office, Web Markup and Web Development. All series attendees receive a certificate on completion, and paying participants receive a 10% discount if they enroll in all series workshops at the same time.

Online - IT Training delivers web presentations on cutting edge topics and topics not covered in our workshops. See our web site for more information. And remember, most of our presentations are recorded so you can view them later.

Self-paced - We offer self-paced elearning training from lynda.com, Skillsoft and Microsoft, and all of our workshop materials can be downloaded at no cost or ordered online for a small fee. You can also expand your skill set using the award-winning IT Training Tips blog which has training articles on a wide range of subjects.

Coaching Sessions - Attend a Coaching Session to receive help on personal or professional projects. Twice each semester, Coaching Sessions are scheduled on the Bloomington and Indianapolis campuses.

More information on all of our training services can be found online at:

<http://ittraining.iu.edu>

LEARN ON YOUR OWN WITH IT TRAINING ONLINE!

SELF-STUDY OPTIONS WITH IT TRAINING ONLINE

- Lynda.com, which offers more than 650 video-based elearning courses on Adobe, Microsoft and Macintosh specific applications, open source technologies, and multimedia and web development, is available to IU faculty, staff, and students.
- Thousands of eLearning courses on beginning to advanced IT topics are available through Indiana University's license agreement with Skillsoft and Microsoft. Access to Skillsoft courses is available for a nominal fee and Microsoft eLearning courses are available for members of the IU community at no charge.
- Free IT Training developed tutorials and course materials are available on new features in Adobe, Oncourse CL, Windows Vista, Windows End-User Security, Student Email, Unicom, Podcasting and more.
- The IU Community can download free copies of our Adobe basic workshop materials.
- You can also order most STEPS workshop materials and download the associated exercise files to use in working through STEPS workshop content on your own.

For more information, including pricing and ordering information, visit IT Training Online at:

<http://ittraining.iu.edu/online>

MICROSOFT CERTIFICATION EXAMS

Microsoft Office Specialist 2007 exams enable you to certify your skills in Office 2007 using Microsoft approved exams available. All exams are interactive and test your ability to accomplish discrete tasks by performing those tasks in live applications. This is a flexible and accurate way of assessing your skills. Exams are timed and last 45 – 60 minutes each.

To get more information or to register for any exam, visit IT Training's Certification page at:

<http://ittraining.iu.edu/certification>

GROUP TRAINING OPTIONS

IT Training & Education also offers special training opportunities for your class, department, business, or group.

SPECIAL REQUEST WORKSHOPS

Faculty, AI's and TA's at IU Bloomington and IUPUI can request that we teach a specially scheduled session of most STEPS workshop topics to their students. Additionally, departments, businesses, and other groups can request that we teach a specially scheduled session of a STEPS workshop to their staff. To get more information, or to request a specially scheduled STEPS workshop, go to:

http://ittraining.iu.edu/workshops/special_request.aspx

Note: Special Request workshops are scheduled as resources permit. Please give us at least three weeks advance notice.

FACULTY, AI'S AND TA'S USING OUR MATERIALS TO TEACH THEIR STUDENTS

Faculty, AI's and TA's on all IU campuses are welcome to use our materials at no charge to teach their students. Contact us if you would like to pursue this option:

IU Bloomington: ittraining@indiana.edu; 812-855-7383

IUPUI: ittraining@iupui.edu; 317-274-7383

ROOM RESERVATIONS

Our training classrooms are also available for reservation for conferences, meetings, and special events for a fee. To get more information or to reserve a training room at IUB or IUPUI, go to:

http://ittraining.iu.edu/other/room_res.aspx

STEPS CERTIFICATE SERIES OVERVIEW

IT Training is making it easier for you to find the training you need and to enable you to earn the recognition you are looking for when you expand your computing skills with us! These series will help you grow your skills in Office applications, Web development, and desktop publishing.

GENERAL INFORMATION

STEPS Certificate Series enable you to earn certificates by taking a group of related STEPS workshops together. Certificate Series attendees receive a certificate of achievement on completion, and paying participants receive a 10% discount when they register for all workshops in a series at once. This is the perfect way to learn about an application or topic in a comprehensive way!

To register for a STEPS Certificate Series online, go to:

<http://ittraining.iu.edu/workshops/series.aspx>

OFFICE 2007 PRODUCTIVITY

In this series, you will be introduced to a variety of Microsoft Office applications and learn ways you can make them work together. Participants will learn the basic skills for day-to-day office activities from creating a spreadsheet in Excel to creating a PowerPoint presentation.

Participants must complete the following workshops to receive a certificate:

- Outlook 2010: E-mail Essentials
- Outlook 2010: Calendar Essentials
- Word 2010: The Essentials
- PowerPoint 2010: The Basics
- Excel 2010: The Basics
- Access 2010: The Basics

EXCEL 2007 END-USER

Excel is the most-used spreadsheet and analysis application today. In this series, you will be introduced to some of the most commonly used features in Excel and build upon that foundation as you extend your charting and data tracking and analysis skills in Excel.

Participants must complete the following workshops to receive a certificate:

- Excel 2010: The Basics
- Excel 2010: Charts & Graphics
- Excel 2010: Data Management
- Excel 2010: Basic Automation Using Macros



EXCEL 2007 ADVANCED END-USER

This series will help you take your data analysis capabilities to the next level by teaching you how to compare different data scenarios and to predict future trends in Excel. You will learn how to use pivot tables to summarize data in flexible ways, look up related data from other worksheets, use conditional logic to summarize, count, or format specific data, and use the data table, Goal Seek, and Solver tools to solve complex data analysis problems. In addition, you will learn how to create sophisticated macros to automate your work.

Participants must complete the following workshops to receive a certificate:

- Excel 2010: Analyzing Data with Pivot Tables
- Excel 2010: Looking Up Data with VLOOKUP & Using Conditional Functions
- Excel 2010: What-If Analysis & Named Scenarios
- Excel 2010: Advanced Macros & User-Defined Functions

ACCESS 2007 END-USER

Databases are ideal tools for tracking large volumes of data, and Microsoft Access is a popular and powerful tool used to design and develop Windows-based databases. This series, which is intended for new Access users, introduces the most important features in Access which end-users need to know to work with Access databases.

Participants must complete the following workshops to receive a certificate:

- Access 2010: The Basics
- Access 2010: Database Relationships
- Access 2010: Queries
- Access 2010: Forms
- Access 2010: Reports
- Access Project Lab

Note: The Project Lab is a special workshop for series registrants only, and it gives participants practice in creating database components on their own.

WEB MARKUP & STYLE CODING

In this Web series you will be introduced to coding methods using the most current standards and best practices. You will learn the basic skills needed for developing a Web site that will work in the most popular Web browsers.

Participants must complete the following workshops to receive a certificate:

- XHTML: The Basics
- XHTML: Structure and Description
- CSS: The Basics
- CSS: Layout & Design

DESKTOP PUBLISHING FUNDAMENTALS

Documents that require precise layout of text and graphics, such as brochures, newsletters, and professional looking flyers, are typically designed using several graphics software applications that specialize in certain tasks. Adobe, Inc. offers all of these applications in a package named Creative Suite, which includes Photoshop, Illustrator, and InDesign. In this Desktop Publishing Fundamentals series you will learn how to use Photoshop to modify photographs, use Illustrator to create logos and line art, and how to pull it all together with text into a layout using InDesign.

Participants must complete the following workshops to receive a certificate:

- Photoshop CS5: The Basics
- Illustrator CS5: The Basics
- Page Design & Layout Basics
- InDesign CS5: The Basics
- Desktop Publishing Project Lab

Note: The Project Lab is a special workshop for series registrants only, and it gives participants practice in creating a completed print project.

This was the most challenging of all workshops but also the most interesting. I'm not a student that just gets up, gives up, and walks out so this was definitely healthy for me to get through the assignment and I thank the instructors for their assistance.

WORKSHOP FEES

90 MINUTE WORKSHOPS

- Free to Students at any IU campus
- \$20 Faculty/staff at any IU campus
- \$35 General Public & Non-Profit

2-3 1/2 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$35 Faculty/staff at any IU campus
- \$50 Non-Profit Agency Employees
- \$60 General Public

4-6 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$40 Faculty/staff at any IU campus
- \$55 Non-Profit Agency Employees
- \$65 General Public

STEPS CERTIFICATE SERIES

SAVE 10% off the cost of the workshops by registering for all workshops in a series at once.

WEB SITE DEVELOPMENT FUNDAMENTALS

Developing even simple web sites according to current standards demands an understanding of Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Adobe Dreamweaver is a robust tool for visually designing and building Web pages, but it is often not enough. Most web pages also utilize images, whether in the form of banners, buttons, logos, photos or scans. Adobe Fireworks was built from the ground up as a tool to create and manipulate images destined for the web, and to enable creators to optimize those images in order to minimize file size. Fireworks also provides excellent integration with Dreamweaver to streamline the web development process. This series provides a comprehensive introduction to XHTML, CSS, and Web image production; it concludes with a practice lab where participants can apply what they've learned in an open-ended setting and independently create a basic Web site with graphics.

Participants must complete the following workshops to receive a certificate:

- Dreamweaver CS5: The Basics
- Dreamweaver CS5: Creating Web Sites With CSS
- Fireworks CS5: The Basics
- Web Site Development Project Lab

Note: The Project Lab is a special workshop for series registrants only, and it gives participants practice in creating a Web site with integrated graphics.



ACCESS 2010: THE BASICS

Access databases are ideal tools for tracking large volumes of related information and is the most commonly used desktop database application in use today. Intended for people with little or no experience using Access, this workshop introduces database terminology and relationships concepts. Participants will create Access objects such as tables and queries as well as simple forms and reports.

In this workshop, you will:

- create a new database
- create, design, and modify tables to hold data
- enter, edit, and delete data
- import data from an Excel spreadsheet
- create select queries
- import a table from an external Access database
- define relationships between tables
- create a relational form and report

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

ACCESS 2010: DATABASE RELATIONSHIPS

Relationships are the fundamental building blocks of complex databases and are critical to designing and working with sophisticated databases. This workshop is intended for participants who are familiar with the basic features of Access but are interested in learning how to define relationships in a relational database and how to create relational queries and forms. Various types of lookup fields will be introduced. Challenge exercises will help reinforce concepts.

In this workshop, you will:

- explore various types of relationships and create relationships between tables
- understand how referential integrity rules work
- build relational queries using different types of joins
- work with various types of lookup fields
- create a relational form
- export data to Microsoft Excel
- import columns of data from an Excel workbook into Access

Prerequisite: *Access: The Basics* or equivalent skills.

Workshop Length: 3 hours

ACCESS 2010: QUERIES

Queries enable you to retrieve, analyze and manipulate data. This workshop is intended for those participants who are interested in creating and modifying queries on related tables. Various types of queries will be introduced. This workshop also covers advanced query functions such as aggregate totals and calculated expressions.

In this workshop, you will:

- build relational queries and modify query properties
- learn to perform mathematical and text operations in a query
- create parameter queries
- summarize data using groups, calculated expressions, and aggregate totals
- create Crosstab queries to summarize data
- create and run Action queries to create, modify and delete data
- use Find Duplicates and Find Unmatched queries to locate data

Prerequisite: *Access: Database Relationships* or equivalent skills.

Workshop Length: 3 hours

ACCESS 2010: FORMS

Relational forms tie together data from various tables into a single object, facilitating data entry and editing. This workshop is intended for anyone who is interested in learning how to create and enhance various types of forms, such as linked and embedded forms. Command buttons, combo boxes, calculated fields, and conditional formatting will all be introduced. You will then pull forms and reports together into a single Navigation form.

In this workshop, you will:

- create and modify a form with attachments
- create linked and embedded forms
- save a continuous form as a report
- enhance forms with drop-down lists and command buttons
- add calculated fields
- apply conditional formatting
- create a Navigation form

Prerequisite: *Access: Queries* or equivalent skills.

Workshop Length: 3 ½ hours

ACCESS 2010: CREATING A MULTIPAGE FORM

When a form becomes overcrowded, it can be organized into tabs. Tabbed forms can make viewing and manipulating data easier for the user. In this 50-minute workshop, you will learn how to: create multiple tabs, modify tab controls, change the order of the tabs, and insert a Web Browser control.

In this workshop, you will:

- create and edit a form with multiple tab pages
- change order of the tabs
- insert a Web Browser control
- create a text box control in the form header

Prerequisite: *Word: The Essentials* or equivalent skills.

Workshop Length: 2 hours

ACCESS 2010: REPORTS

Reports can provide attractive and organized ways to share data with others. This workshop is intended for anyone who is interested in learning how to create and enhance relational reports. Participants will also learn how to create calculated fields, select sorting and grouping options, modify design, create mailing labels and a mail-merge report, and export a report to a PDF format.

In this workshop, you will:

- produce relational reports using the Report Wizard and Report Designer
- enhance and modify report design
- create calculated totals and set control properties
- export an Access report to a PDF format
- produce mailing labels
- create a mail-merge report

Prerequisite: *Access: Forms* or equivalent skills.

Workshop Length: 3 hours

The printed materials were a very helpful addition. It allowed me to look ahead while we were going over things I already understood.

ACCESS 2010: DESIGNING & PACKAGING DATABASES

This workshop introduces experienced Access users to issues relating to database design and the packaging of completed databases for distribution to end users. The workshop begins with an extensive lecture and discussion section on database modeling, then proceeds into a series of hands-on exercises to implement the database design and create a usable application for end users. Also provides a brief introduction to database security considerations.

In this workshop, you will:

- define database needs
- use business rules in database design
- model a database before creating it
- normalize imported flat file data into separate tables
- create and maintain complex table relationships
- package and password protect a database
- compact a database

Prerequisite: *Access: Reports* or equivalent skills.

Workshop Length: 3 hours

Check out our ACCESS Certificate Series.

Earn a certificate and a 10% discount on the cost of the included workshops. See pages 6.

ACCESS PROJECT LAB

See page 22

AFTER EFFECTS CS4: VIDEO EFFECTS & TEXT ANIMATION BASICS

Adobe After Effects is an animation program focused on video production which allows you to combine video and animations into a single project and then export it into many common video formats. In this workshop, participants will create a 30 second movie trailer in After Effects. While working, participants will spend time learning how to work efficiently in the After Effects interface, as well as learning how the basic animation and effects tools work. Eventually, we will combine all of these skills to build a more complex set of animations.

In this workshop, you will:

- learn the After Effects interface
- learn how to create animations in After Effects
- learn how to use Effects in After Effects
- create lower third text over video
- combine animations with video
- add audio to an animation

Prerequisite: *Flash CS5: The Basics* or equivalent skills.

Workshop length: 4 hours

It was a very good tour of the general types of things that can be done in Access, enough to allow me to begin planning what I need to do for my own projects and which additional workshops I need to prioritize.



AUDACITY

AUDACITY: THE BASICS

Audacity is a free digital audio recording and editing program, which when used in conjunction with the free LAME encoder application, enables you to export your recordings into an MP3 format. In this workshop, you will learn how to use Audacity to create a simple audio file that includes voice narration and music. You will learn how to record audio, edit it to remove unwanted content, mix audio with fades and volume adjustments, and export your finished product as an MP3 file.

In this workshop, you will:

- configure computers for sound recording
- record narration
- edit an audio track and delete unwanted audio
- add prerecorded music to an audio clip
- mix multiple audio tracks
- create fades
- export your finished recording as an mp3

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 1 hour

CASCADE SERVER & CASCADE STYLE SHEETS

CASCADE SERVER: CONTRIBUTORS, APPROVERS, AND PUBLISHERS

This workshop teaches a content contributor, approver and/or publisher how to use the authoring functions within Cascade Server. It covers basic content creation, editing, and publishing. Participants will learn how to create pages, use asset factories, create external links, edit pages, manipulate workflows.

In this workshop, you will:

- create content within Cascade Server
- edit content within Cascade Server
- use workflows within Cascade Server
- publish content within Cascade Server

Prerequisite: *Web Publishing: An Overview of Tools & Resources* or equivalent skills.

Workshop Length: 3 hours

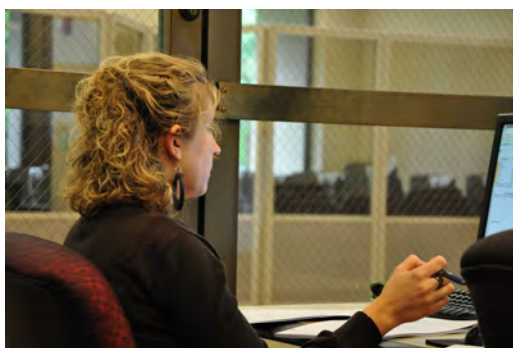
CASCADE SERVER: SITE MANAGERS

Cascade Server is Indiana University's Web Content Management System (WCMS). Maintaining content in a WCMS doesn't require any knowledge of web design languages or standards. Using Cascade Server, a site manager can put the power of editing content into the hands of content experts, and focus on maintaining the structural and visual aspects of a site.

Cascade Server: Site Managers is a three day, eighteen hour workshop that will teach an experienced web designer everything they need to know to start creating a working site within Cascade Server.

Before coming to the training, a Site Manager should have an intimate working knowledge of their group's website including a knowledge of at least XHTML, CSS, and transforming XML documents into XHTML using XSLT. Day one begins an in-depth look at the process of converting an existing web site into a Cascade Server site, beginning from nothing and finishing with a functional, albeit rough, site. Day two focuses on refining the site using Data Definitions, Workflows, multiple publishing configurations (PDF, HTML, XML, RTF, etc.), as well as setting up a site using pre-defined templates.

This workshop is not intended for novice web designers as a deep understanding of XHTML, CSS, and XML use and syntax is expected of all participants. An understanding of the structure and the inner workings of your group's existing web site is helpful, but not necessary.



The instructor is really great at explaining the concepts and making sure everyone understands them. He welcomes questions from everyone.

CASCADE SERVER: SITE MANAGERS (CONTINUED)

In this workshop, you will:

- create, edit, and publish content using the WCMS
- use workflows to control a series of review steps for a document
- bring common assets into your site
- use XPath to navigate through an XML document
- transform XML data into an XHTML document
- learn strategies for applying XSLT and XML to a Cascade Server site
- convert a traditional site to a Cascade Server site
- organize the building blocks of a site
- learn the diverse vocabulary of Cascade Server
- create and manage Asset Factories, Data Definitions, Configuration Sets, Transports, Targets, Destinations, Blocks, Users, Groups, Metadata Sets, and Publish Sets
- create and manage static assets such as images
- create PDF, Printable, and XML versions of pages
- understand user roles
- manage multiple users
- manage user groups
- create new site structures with the Managers' Tools interface
- create a site from pre-existing templates

Prerequisite: *Cascading Style Sheets: Layout & Design* and *XML: The Basics* or equivalent skills.

Workshop length: 3 full days

With my basic knowledge, I found that the topic covered in this workshop was extremely accessible. I am pleased with what I've learned and look forward to using these new skills.

CASCADING STYLE SHEETS: THE BASICS

Introduces CSS (Cascading Style Sheets), which are used to control style and layout of XHTML pages and to help in web site maintenance. This design solution gives web authors more power and flexibility for creating and controlling the appearance of multiple web documents.

In this workshop, you will:

- create individual styles and style sheets
- apply styles to XHTML
- use CSS to control a consistent layout across multiple pages
- use CSS to make global changes to a site
- use CSS to control fonts, text, color and positioning

Prerequisite: *XHTML: Structure & Description* or equivalent skills.

Workshop Length: 3 hours

CASCADING STYLE SHEETS: LAYOUT & DESIGN

This workshop is intended for web developers who are already familiar with XHTML and Cascading Style Sheets (CSS). In this workshop, participants will learn how to gain more precise control over web document layout, achieve dynamic functions with CSS, and explore additional features that will make their web sites easier to maintain.

In this workshop, you will:

- control visual display of elements
- control positioning of elements
- provide better accessibility
- create a consistent design
- simplify site maintenance
- eliminate the need for tables and frames for layout
- provide dynamic effects without scripting

Prerequisite: *Cascading Style Sheets* or equivalent skills.

Workshop Length: 3 hours

DREAMWEAVER CS5: THE BASICS

Dreamweaver is a powerful graphical tool used in creating web pages and managing web sites. This workshop is intended for people with little or no experience using Dreamweaver, and it covers how to build basic web pages using Dreamweaver's tools for creating and manipulating text, images and links.

In this workshop, you will:

- design a simple web site
- work with tables
- insert graphics
- re-use content from external text and Microsoft Word files
- work with CSS styles
- insert links
- upload a completed site to a web server

Prerequisite: *Web Publishing: An Overview of Tools & Resources* or equivalent skills.

Workshop Length: 3 hours

DREAMWEAVER CS5: CREATING WEB SITES WITH CSS

This workshop is intended for people with experience using Dreamweaver and familiarity with web page markup code (HTML or XHTML). Discover how to use Cascading Style Sheets and Dreamweaver to create more sophisticated-looking web pages that are easy to maintain and load quickly for your users. Covers techniques that will work across most browsers and platforms.

In this workshop, you will:

- use built-in CSS layouts to create the basic layout for the web page
- understand common CSS concepts
- modify Cascading Style Sheets (CSS) to create attractively designed pages
- create dynamic effects using CSS
- leverage style sheets to be used on multiple pages

Prerequisite: *Dreamweaver: The Basics* and *XHTML: The Basics* or equivalent skills.

Workshop Length: 3 hours

WEB SITE DEVELOPMENT
PROJECT LAB

See page 22.

DREAMWEAVER CS5: ADVANCED NAVIGATION

This workshop is intended for participants with experience using Dreamweaver and familiarity with markup code (HTML or XHTML). It covers creating additional navigation.

In this workshop, you will:

- create sub-navigation links
- apply Dreamweaver behaviors to create interactivity

Prerequisite: *Dreamweaver CS5: Creating Web Sites With CSS* or equivalent skills.

Workshop Length: 1 1/2 hours

DREAMWEAVER CS5: INCORPORATING MULTIMEDIA IN YOUR WEB SITE

This workshop is intended for participants with experience using Dreamweaver and familiarity with markup code (HTML or XHTML). It explores ways to integrate multimedia including audio files, video files, and Flash movies, into web pages.

In this workshop, you will:

- integrate a Flash element into a web page
- integrate an MP3 audio file into a web page
- integrate video into a web page, including Flash and YouTube

Prerequisite: *Dreamweaver CS5: Creating Web Sites with CSS* or equivalent skills.

Workshop Length: 1 1/4 hours

DREAMWEAVER CS5: USING TEMPLATES TO STANDARDIZE YOUR SITE

This workshop is intended for participants with experience using Dreamweaver and familiarity with markup code (HTML or XHTML). It explores how to use Dreamweaver templates to make controlling and updating page content a snap.

In this workshop, you will:

- implement templates to reduce web site maintenance time
- create editable regions
- create optional regions
- create nested templates
- make attributes editable

Prerequisite: *Dreamweaver CS5: Creating Web Sites with CSS* or equivalent skills.

Workshop Length: 50 minutes

ENDNOTE: THE BASICS

This workshop provides an introduction and overview of EndNote focusing on producing more efficient and effective bibliographies.

In this workshop, you will:

- learn to capture citation/bibliographic information
- use word processing programs to reformat your in-text citations and bibliographies
- use a wide variety of style formats such as APA or Chicago
- link references to files and web sites
- add text to citations in "Cite While You Write"
- work with footnotes in "Cite While You Write"
- configure EndNote to retrieve full text articles from citations
- create and share bibliographies using EndNote Web

Note: Workshop taught by Library staff.

Prerequisite: *Word: The Essentials* or equivalent skills.

Workshop Length: 1 1/2 hours

Note: This workshop is free to IU/IUPUI students, faculty, and staff.

ENDNOTE: ADVANCED

This workshop will demonstrate advanced techniques of managing and customizing End-Note libraries.

In this workshop, you will:

- work with Cite While You Write: using footnotes, adding information to citations
- manipulate your EndNote library: term lists, complex searching of libraries
- make global changes to text
- link references to files (full text) or Web resources
- modify or create import filters
- create or modify output styles
- modify or create reference types

Note: Workshop taught by Library staff.

Prerequisite: *EndNote: The Basics* or equivalent skills.

Workshop Length: 1 1/2 hours

Note: This workshop is free to IU/IUPUI students, faculty, and staff.

EXCEL 2010: THE BASICS

Excel is the most-used spreadsheet and analysis application today. This workshop introduces basic Excel features such as entering various types of data, working with formulas and functions, and creating a simple chart. Formatting a worksheet and importing data are also covered. Although this workshop is intended for the spreadsheet novice, participants with some previous spreadsheet experience may gain a better understanding and learn some new tricks to increase their efficiency in using Excel.

In this workshop, you will:

- become familiar with spreadsheet terminology
- enter various types of data into a worksheet
- work with formulas and functions
- create a simple chart
- import text-delimited data into Excel
- format cells and ranges
- create named ranges and use them in formulas
- customize printouts

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

EXCEL 2010: CHARTS & GRAPHICS

This workshop will help participants develop skills required to create effective and accurate charts. Intended for those already comfortable with using Excel, participants will create various types of charts and apply elements and formats. Chart templates and SmartArt graphics will be covered. This workshop also covers how to insert charts into PowerPoint slides.

In this workshop, you will:

- Understand charting terminology
- select appropriate chart types for a specific set of data
- create basic chart types, including column, pie, line, XY Scatter, and bar charts
- add a trendline and equation to the XY Scatter chart
- apply custom formats to charts and chart elements
- save and apply a chart template
- add shapes and SmartArt graphics to charts
- apply themes to charts
- insert Excel charts into a PowerPoint presentation

Prerequisite: *Excel: The Basics* or equivalent skills.

Workshop Length: 3 hours

EXCEL 2010: DATA MANAGEMENT

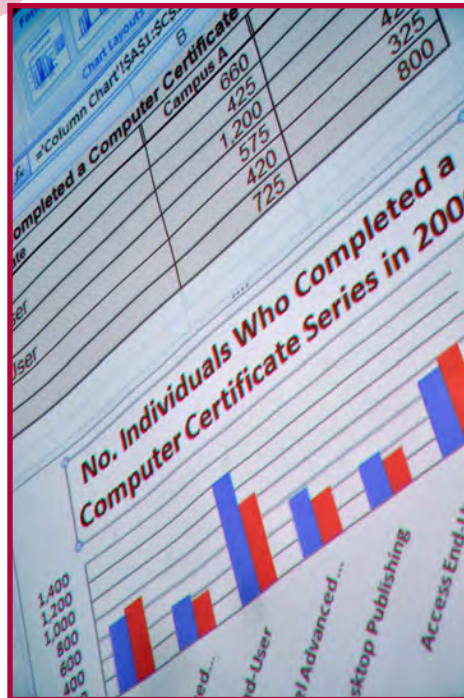
Learn how to use lists to extract and manipulate data. Participants will explore Excel's table-related features in this workshop, as well as creating custom lists, validating data entry, sorting and filtering data, creating and removing subtotals, and recording a macro. Participants will also learn how to work with multiple worksheets and how to save a workspace. This workshop also introduces pivot tables.

In this workshop, you will:

- work with built-in and custom lists
- specify data validation criteria
- protect a worksheet
- work with text functions to separate and concatenate text
- edit and delete named ranges using the Name Manager
- convert data to a table and work with table features
- sort and filter data
- create, replace, and remove subtotals
- record and use a macro
- create and format a pivot table
- link data between worksheets
- create a pivot chart

Prerequisite: *Excel: The Basics* or equivalent skills.

Workshop Length: 3 hours



EXCEL 2010: BASIC AUTOMATION USING MACROS

Macros enable you to automate your work by recording a sequence of commands into a single action. In this workshop, participants will explore how to record and edit macros in Excel 2007, how to make them easily available, and how to share their recorded macros with other Excel users.

In this workshop, you will:

- Create simple macros to automate complex actions
- Learn about macro security issues
- Assign a macro to the Quick Access toolbar and a keyboard shortcut
- Edit macros
- Make macros available to other workbooks and users

Prerequisite: *Excel: Data Management* or equivalent skills.

Workshop Length: 1 1/2 hours

EXCEL 2010: ANALYZING DATA WITH PIVOT TABLES

Discover how pivot tables can make work tasks easier and how they can be useful in analyzing data. In this workshop, participants will learn how to create, format, and modify pivot tables, perform various summary techniques when displaying data, and how to create pivot charts. This workshop will also explore more advanced techniques such as how to group items in pivot tables and how to create calculated fields. The slicer tool will also be introduced.

In this workshop, you will:

- create, modify, and format pivot tables
- use summary functions and customized calculations
- group numbers and dates
- create filters and slicers
- link and update pivot tables
- create pivot charts

Prerequisite: *Excel 2010: The Basics* or equivalent skills.

Workshop Length: 3 hours

Gave me the basics to take back to my office and run with. The handout should help me if I run into problems but having seen the instructor work through things, I'll know what is possible.

EXCEL 2010: USING PIVOT TABLES & SLICER FOR DATA ANALYSIS

Pivot tables are very useful in summarizing and analyzing large datasets. This 50-minute workshop will show you how to quickly create and modify a pivot table and will also introduce the new slicer tool introduced in Excel 2010, which provides buttons for quick filtering.

In this workshop, you will:

- create pivot tables
- add filters to view data
- group and sort within a pivot table
- use the pivot table slicer

Prerequisite: Excel 2010: The Basics or equivalent skills

Workshop Length: 50 minutes

The instructor led an excellent workshop on Excel. I already have previous knowledge of the software however he clarified a lot of the tools and functions used to make a worksheet more efficient. I learned so much from this workshop . . .

EXCEL 2010: USING VLOOKUP & CONDITIONAL FUNCTIONS

This workshop will explore arrays and conditional functions used to summarize or count data with certain criteria. Discover how to use IF and Nested IF functions to test for specific conditions and how to apply different types of conditional formats. Participants will also explore various techniques to look up values in a range of data using VLOOKUP. Challenge exercises will be provided for reinforcement.

In this workshop, you will:

- perform calculations using array formulas
- create IF and nested IF functions
- use conditional functions to summarize or count data
- use the CONCATENATE function to join text
- look up data using VLOOKUP
- apply different types of conditional formatting

Prerequisite: Excel 2010: Data Management or equivalent skills.

Workshop Length: 3 hours

EXCEL 2010: WHAT-IF ANALYSIS & NAMED SCENARIOS

This workshop introduces a number of tools that will allow participants to develop what-if models or predict future trends in Excel. Discover how to analyze complex data by using data tables, Goal Seek, and Solver. Participants will use the Scenario Manager feature, which makes automating what-if models easy by storing and comparing named data scenarios. Summary reports will be generated to see the effects of these various combinations of values.

In this workshop, you will:

- create a simple array
- create one- and two-input tables
- use the Goal Seek and Solver tools
- create, modify, and recall scenarios using the Scenario Manager

Prerequisite: *Excel 2010: Data Management* or equivalent skills.

Workshop Length: 3 hours

EXCEL 2010: ADVANCED MACROS & USER-DEFINED FUNCTIONS

Macros combine a sequence of commands into a single action and user-defined functions are used to perform complex calculations that can be launched from a single function name. In this workshop, participants will learn how to use advanced macro capabilities to automate complex workflows and how to write and assign user-defined functions. Participants will incorporate decision making logic and repeating actions into their macros and add to Excel's default function library by creating their own functions.

Note: This workshop will teach the basics of programming in Visual Basic for Applications (VBA) as it relates to Excel, but no prior programming experience is required.

In this workshop, you will:

- run macros when files open
- add dialog and input boxes to macros
- create macros that can make decisions
- create user-defined functions to perform complex calculations
- use user-defined functions in an Excel worksheet
- learn basic Visual Basic for Applications programming concepts

Prerequisite: *Excel 2010: Basic Automation Using Macros* or equivalent skills.

Workshop Length: 3 hours

EXCEL 2010: STATISTICAL FEATURES

While Excel's statistics capabilities are not as refined as those of dedicated statistics applications like SPSS, it can be used to perform many common statistical analyses. This workshop is intended for participants who are already comfortable using Excel and who have a familiarity with statistical concepts and terminology, and would like to learn how to perform statistical analyses in Excel. Participants will learn how to perform a variety of statistical procedures in Excel using the function wizard and add-in modules, and how to interpret the results.

In this workshop, you will:

- find the mean for a range of data
- find the standard deviation of a variable
- generate a pivot table
- find the correlation among several variables
- perform simple regressions and t-tests
- interpret the results of these procedures

Prerequisite: *Excel 2010: The Basics* or equivalent skills.

Workshop Length: 2 ½ hours

EXCEL 2010: FORMATTING & ANALYZING UIIE DATA

This workshop is specifically designed for any IU staff member who uses Excel to format UIIE data. Participants will learn how to format text and numeric data, create and remove subtotals, convert data to a table, sort and filter data, automate work using macros, and analyze data using pivot tables.

In this workshop, you will:

- format text and numeric data
- use macros to automate tasks
- use AVERAGE, COUNTIF, and VLOOKUP functions
- create and remove subtotals
- convert data to a table and work with table features
- sort and filter data
- analyze data using pivot tables

Prerequisite: *Excel 2010: The Basics* or equivalent skills.

Workshop Length: 3 hours

I liked the interactive aspect of the workshop.

FIREWORKS CS5 & FLASH CS5

FIREWORKS CS5: THE BASICS

Fireworks was built from the ground up for the creation of web graphics. This workshop is intended for anyone who wants to use Fireworks to create beautiful, editable graphics from scratch as well as touch up and enhance digital photographs. This workshop also provides basic coverage of optimizing graphics for web distribution.

In this workshop, you will:

- learn the difference between vector and bitmap graphics
- create art using vector paths, strokes, fills, and Fireworks Live Effects
- use the Pen Tool to draw vector shapes and lines
- bend text around paths
- use Fireworks' Live Filters, such as shadows, bevels, and textures
- use Fireworks' Layers panel to control which elements obscure other elements
- optimize and export graphics for use on the Web

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

BE SURE TO CHECK OUT THE NEW SERVICES AND RESOURCES ON PAGE 2.



FLASH CS5: THE BASICS

This introductory workshop is intended for anyone interested in learning how to create basic drawings and animations in Flash. The workshop also provides extensive coverage of key multimedia concepts, such as the timeline, symbols, file architecture and asset management, and the role of scripting in the creation of interactive projects.

In this workshop, you will:

- gain familiarity with the Flash interface
- create graphic content
- animate graphics, applying tweens, acceleration, motion paths, and nested animations
- work with the Flash library
- create and deploy movie clip symbols and instances
- add sound to Flash movies
- create simple interactivity using ActionScript

Prerequisite: *Fireworks: The Basics* or *Illustrator: The Basics* or equivalent skills.

Workshop Length: 3 hours

FLASH CS5: INTERACTIVITY BASICS

Intended for experienced Flash designers ready to learn the basics of programming ActionScript, Flash's native scripting language. This workshop covers the basics of ActionScript 3.0 and provides an overview of using it to create interactive, non-linear Flash movies. Topics covered include how to architect Flash movies for optimal flexibility and maintainability, deploying movie clip and button symbols, and displaying text messages dynamically, based on user activity.

In this workshop, you will:

- architect movies using nested timelines
- create and edit button symbols
- understand and specify events
- write ActionScript 3.0 code in the Actions panel
- populate text fields dynamically
- control hierarchically organized timelines using ActionScript 3.0
- publish Flash movies (to HTML)

Prerequisite: *Flash: The Basics* or equivalent skills.

Workshop Length: 3 hours

FLASH CS5: ACTIONSCRIPT 3.0 PROGRAMMING BASICS

This workshop is intended for Flash developers who have the basic skill set introduced in *Flash: The Basics* and *Flash: Interactivity Basics* and are ready to take the next step. ActionScript 3.0 is the most recent iteration of the ActionScript language and is incorporated into Flash CS3. ActionScript is the basis of creating interactivity in Flash and a strong foundation in the basics of the language is necessary to create useful Flash applications.

In this workshop, you will:

- learn how to use the Actions panel
- learn the basics of object-oriented programming in ActionScript 3.0
- learn how to comment code
- create and use variables
- understand the differences between events and actions
- script buttons
- script simple animation
- understand data types, operators, conditionals and loops

Prerequisite: *Flash: Interactivity Basics* or equivalent skills.

Workshop Length: 3 hours

WORKSHOP FEES

90 MINUTE WORKSHOPS

- Free to Students at any IU campus
- \$20 Faculty/staff at any IU campus
- \$35 General Public & Non-Profit

2-3 1/2 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$35 Faculty/staff at any IU campus
- \$50 Non-Profit Agency Employees
- \$60 General Public

4-6 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$40 Faculty/staff at any IU campus
- \$55 Non-Profit Agency Employees
- \$65 General Public

ArcGIS: GETTING STARTED WITH GIS

ArcGIS Desktop software is an integrated system that includes all the tools needed to get the most out of a GIS. This workshop helps you understand what GIS is, what it can do, and how others are using it. You will learn the fundamental concepts and basic functions of a GIS, the properties of GIS maps, and the structure of a GIS database. In course exercises, you develop basic software skills by working with ArcGIS to visualize geographic data, create maps, query a GIS database, analyze data using common analysis tools, and solve geographic problems using a systematic approach.

In this workshop, you will:

- learn GIS terminology
- create GIS maps
- write GIS queries
- analyze GIS data
- solve geographical problems

Prerequisite: Windows: Basic Computing Skills or equivalent skills.

Workshop Length: 3 hours

ArcGIS Desktop 10: INTRODUCTION TO GEOCODING

Geocoding is the process of finding associated geographic coordinates (often expressed as latitude and longitude) from other geographic data, such as street addresses, or zip codes. In ArcGIS 10, the geocoding engine has been redesigned so you can accurately map your location-based tabular data and find single locations more quickly and easily than ever before. This workshop introduces participants to the new features and covers both geocoding and reverse geocoding workflows.

In this workshop, you will:

- learn what geocoding is and how it is used
- learn reverse geocoding basics
- create GIS layers from address lists
- review source data requirements and best practices
- find out where to go for additional information and resources

Prerequisite: *ArcGIS Desktop: Getting Started with GIS* or equivalent skills.

Workshop Length: 3 hours

PC HARDWARE: THE BASICS

In this workshop, participants will get the opportunity to open a computer case, and see how to perform common upgrades and repairs, without risking their own system. Acronyms and obscure terms are explained, and participants will be able to take out individual components of the computer, and examine them in detail. This workshop is intended for anyone wanting to make upgrades on their own computers, and looking for a safe environment to practice.

In this workshop, you will:

- perform basic maintenance on a computer
- replace and upgrade common computer components like RAM, hard drives and expansion cards
- understand current computer terminology
- recognize common hardware problems

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

This was something I really didn't know anything about and so I liked getting to know exactly what was meant by ArcGis and what it is for.



ILLUSTRATOR CS55: THE BASICS

Adobe Illustrator is most commonly used to create logos, complex shapes, text effects, and technical diagrams to be used in both print and web publishing. Its vector drawing capabilities make it ideal for creating the smooth curves, bright colors, and clean transitions commonly found in these types of art. This introductory workshop is intended for anyone interested in learning how to use an array of Illustrator's drawing tools to draw complex, eye-catching illustrations quickly and intelligently.

In this workshop, you will:

- gain familiarity with Illustrator's interface
- draw, edit, and manipulate art elements
- work with shape tools to draw rectangles, ovals, stars, and more
- learn how Illustrator represents the math behind lines and curves
- create complex shapes by combining and transforming simple shapes
- bend text around a path

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

I was already knowledgeable on the subject therefore it was much easier for me to follow along. It was a good pace and I was able to sharpen my skills.



ADOBE CS5: PEN TOOL BASICS FOR ADVANCED GRAPHIC DESIGN

In this workshop, participants will learn about paths. Paths are used as the building block for all vector objects in many graphic design programs. Once participants are comfortable with paths, we will learn how to use one of the most challenging and powerful path creation tools: the Pen tool. This tool is difficult to master, but in this workshop, we will build up specific skills slowly, and by the end of the workshop, participants will be comfortable using the tool. We will also examine differences of the tool in several Adobe applications, including InDesign, Fireworks, Flash and Photoshop.

This workshop will run for 3 hours, with an additional half hour of lab time for practice of new skills with the instructor present. Participants are free to use as much of the practice time as they like.

In this workshop, you will:

- use the Pen tool proficiently in the Adobe Creative Suite
- understand paths and path creation in the Adobe Creative Suite
- create simple and complex shapes using the Pen tool
- alter paths to create new shapes
- examine path creation with multiple tools
- examine how the Pen tool would be used in Photoshop, InDesign, Flash and Fireworks

Prerequisite: *Illustrator: The Basics* or equivalent skills.

Workshop Length: 3 hours

I liked how the instructor kept everyone together and showed us different ways to do the same thing. I also like knowing the short keys they are very helpful.

ILLUSTRATOR BLENDED LEARNING: PROMOTIONAL DESIGN FOR PRINT AND WEB

In this self-paced 10-week workshop — based on Lynda.com tutorials and additional content and challenge exercises created by IT Training — you will be introduced to the tools and skills necessary to develop printed artwork, and you will also learn techniques that enable you to use Illustrator in a Web environment. The workshop will introduce basic skills in the context of working with elements usually present in a poster: type and/or text, imagery, and the use of a grid. Some Photoshop concepts will also be covered in order to demonstrate how to incorporate images into Illustrator, and to address print and web output. With the format of this workshop, you can work independently through modules and communicate with the instructor at times convenient for you.

Note:

This workshop is a 10 week self-paced course with instructor guidance available – see description for more details. It starts with a one hour kickoff session to orient participants to the course. Registering for one kickoff session will register you for the entire course. If you cannot attend a kickoff session you can still register, but please Contact Us to let us know you won't attend the kickoff session so we can get you the necessary information to get started in the course.

Note for non-IU participants: You will need to be subscribed to lynda.com. There are two options: 1) Subscribe to everything at Lynda.com at \$37.50 per month, or 2) choose our 5-course-only bundle for \$10 per month. You may reduce total subscription costs by moving through the course at an accelerated pace. We will contact you with details after you enroll in the course.

In this workshop, you will:

- draw with grids and Smart Guides
- work with Text:
- use point and path text
- use Live Text and outline text
- align key Letters
- wrap text
- integrate an image into design
- import and link images
- edit an image in Illustrator
- crop images with a mask
- use Live Trace and three other tracing methods
- use the Live Paint tools

Prerequisite: *Illustrator CS5: The Basics* or equivalent skills.

Workshop Length: 10 weeks (see above)

INDESIGN CS5: THE BASICS

This workshop is intended to be a four-hour hands-on experience. In the context of constructing a basic newsletter, participants of this workshop will manipulate text and graphic objects using a broad range of InDesign tools. Brief references to basic design principles and terminology will be incorporated into the process.

In this workshop, you will:

- apply basic principles of layout and design
- set up publication
- configure Master pages
- create, edit, and apply styles to format text
- work with text and graphic frames
- import and place external graphics

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 4 hours

DESKTOP PUBLISHING FUNDAMENTALS PROJECT LAB

See page 22.

INDESIGN CS5: CREATING A POSTER

InDesign is a page design application frequently used for newsletters or other publications. However, InDesign is also a powerful tool for any kind of print design. In this session, we'll explore how to go about creating a poster in InDesign: determining a page size, working with backgrounds and layers, adding artwork, selecting fonts and working with colors. This session will also discuss design decisions made during the process. This session is appropriate for basic to intermediate users of InDesign who have never successfully used it to create a poster.

In this workshop, you will:

- create a new document
- add a background
- place artwork
- work with fonts
- create and add colors
- understand design decisions

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 1 1/2 hours

INDESIGN CS5: REFINING YOUR PUBLICATION

This workshop will allow users to take a newsletter that has been created in InDesign and refine it using advanced page design techniques and InDesign tools. Building on what they have learned in *InDesign: Basic Page Layout*, participants will create a more readable and attention-grabbing publication. As participants work, they will be learning some graphic design terminology.

In this workshop, you will:

- place a graphic in a custom frame
- work with advanced Text Wraps
- create a CMYK color, and convert it to a Pantone Color
- create and use a library
- work with various alignment techniques
- work with tabs and bullets in text frames
- create a vector logo
- learn design terminology and techniques
- package the publication for a print house

Prerequisite: *InDesign: The Basics* or equivalent skills.

Workshop Length: 3 1/2 hours

MICROSOFT PROJECT 2010: THE BASICS

Successful project management begins with a clearly defined goal and project scope. In this workshop, participants will be given a sample project in which the goal and the scope of the project are already defined. Participants will enter project information given from the Work Breakdown Structure (WBS) in MS Project and will learn how to schedule and manage the project using the application.

In this workshop, you will:

- specify new project information
- create Gantt and network charts and identify critical paths
- allocate resources to tasks
- identify and resolve overallocated resources
- create and save a baseline schedule
- generate project reports easily
- use tracking Gantt to update and track the project

Note: While this workshop focuses on the use of Microsoft Project in managing projects, it does not teach the fundamental aspects of project management. Participants with previous experience or training in project management will be better prepared for this workshop.

Note: This workshop normally includes a one hour break for lunch.

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 5 hours

ONCOURSE TRAINING

IT Training no longer teaches Oncourse workshops. For information on the training and support resources for Oncourse, which includes many IT Training developed self-study resources, visit the Oncourse CL Training and Support page:

<http://oncourse.iu.edu/info>

OUTLOOK 2010: E-MAIL BASICS

This short, fast-paced workshop is intended for participants who may have used a previous version of Outlook or another email client in the past but need to fill in gaps in their knowledge. The session focuses on the email features in the application, and will bring you up to speed with the newest version.

In this workshop, you will:

- explore the Outlook 2010 interface
- compose, format, and send email
- reply to email messages
- set the importance level of an email
- understand how to use Conversation View
- use IU's Global Address List to find email addresses
- use categories to organize messages
- create and add an automated signature
- learn to work with email attachments

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 1 1/4 hours

OUTLOOK 2010: CALENDAR ESSENTIALS

Microsoft Outlook contains a calendar feature that offers organizational tools that are easy for the novice to use, yet powerful enough for the busy manager. It provides us with tools for scheduling appointments, and allows us to share and manage many calendars at the same time. Its innovative viewing and organizing capabilities offer an effective way to simultaneously deal with many complex timetables and agendas. This workshop will teach participants how to get the most out of Outlook. It will cover various topics, including how to make appointments in Outlook, how to color-code your calendar, changing preferences and views, sharing calendars with others, making meeting requests, and more.

In this workshop, you will:

- explore the Outlook 2010 calendar interface
- use calendar views, preferences, and defaults
- make appointments and meeting requests
- understand and use calendar fields
- compare calendars with others
- create and communicate with Outlook groups
- understand calendar sharing with non-IU Outlook users

Prerequisite: *Outlooks 2010: Email Basics* or equivalent skills.

Workshop Length: 1 1/2 hours

PAGE DESIGN & LAYOUT BASICS

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals

This workshop introduces basic page design theory. It is not a "hands-on" experience; there will be no interaction with computers. The workshop is designed to provide basic instruction on how to plan a publication's layout.

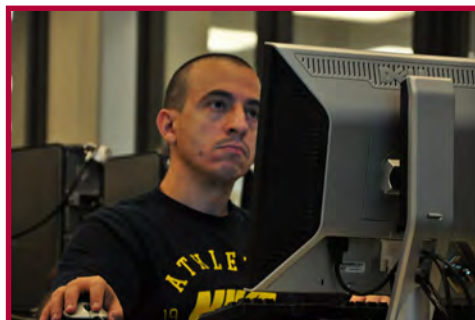
In this workshop, you will:

- Learn how readers perceive and view elements of text, graphics, and "white space"
- Explore how to best convey the purpose through placement choices
- Learn about the anatomy of typography and usability
- Learn how to examine and troubleshoot type, graphics, and visual elements
- Learn to plan color in a document
- Gain a basic understanding of publication terminology

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

The instructor did a great job and kept things interesting.



PERL: THE BASICS

Perl is a general purpose programming language that is popular for working with files, web programming, and systems administration. This workshop is intended for people who have little or no programming experience. It quickly covers basic programming concepts, Perl in a Unix environment, and Perl syntax. It then provides guided exercises involving data structures, flow control, and read-only file access. Participants will build a command line price check program in the course of the workshop.

In this workshop, you will:

- learn basic Perl syntax
- capture user input
- use scalars, arrays and associative arrays
- control flow with conditionals and loops
- access data from an external file

Note: This workshop works in a Unix environment, but because Perl is available for most all modern operating systems, nearly everything covered in this workshop works equally well in any other operating system.

Prerequisite: *Unix: The Basics* or equivalent skills.

Workshop Length: 4 hours

DYNAMICALLY CREATED WEB PAGES WITH PERL AND PYTHON

In this workshop, participants will examine how Perl and Python allow you to create a web page. We can use these programming languages to create web pages through the Common Gateway Interface (CGI). This way, we can update the pages based on user feedback. These languages are frequently used to process form data that the user provides. We'll examine each language separately, and see how to use them to create web pages individually.

In this workshop, you will:

- generate scripted HTML output in both Perl and Python
- use form data from within a script
- learn the role CGI plays on the Web
- create a simple lookup script in both Perl and Python

Prerequisite: *Perl: The Basics* and *Python: The Basics* or equivalent skills.

Workshop Length: 2 hours

The sample project in the class was an interesting and practical way to start understanding the language.

PHOTOSHOP CS5: THE BASICS

Photoshop is an ideal application for creating high quality digital images for print or the web. This workshop provides participants with little or no experience in Photoshop with a comprehensive introduction to its basic features and capabilities. Participants learn how to paint new content, touch up digital photographs, create pixel selections, composite images, and apply numerous creative effects, such as filters.

In this workshop, you will:

- work with Photoshop's toolbar and palettes
- understand image, monitor, and output resolution
- retouch and blend two images
- manage layers
- use effects and filters
- use the History Palette and History Brush
- add a border and text to an image
- output a file in the TIFF graphic format

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

PHOTOSHOP CS5: RETOUCHING & COLOR CORRECTION

In this workshop, participants will learn how to do photo retouching and color correction in Photoshop. Working with three digital camera projects, participants will enhance snapshots by adjusting color and contrast and removing red eye. Using layer blending and masking techniques, participants will learn to selectively apply effects to different parts of a photo. Users will learn to work with three different techniques for color correction, and will also add color to a grayscale photo.

In this workshop, you will:

- remove red eye and other defects from a photo
- use the Quick Selection Tool
- colorize grayscale photos using adjustment layers
- learn how Photoshop stores image information in the Channels palette
- perform color correction using Curves, Levels and the Info Palette
- make complex selections with the Magnetic Lasso tool
- create special effects using Filters

Prerequisite: *Photoshop: The Basics* or equivalent skills.

Workshop Length: 3 hours

PHOTOSHOP CS5: RESTORING & BLENDING IMAGES

This workshop is especially for people who want to learn to create photo collages and for those who are interested in refurbishing digital images of aging photographs. Designed for people with some experience using Photoshop, this workshop delves more deeply into Photoshop image-editing strategies and practices. Participants will learn the most beneficial way to modify images, using channels and masks to preserve and edit their work. While doing the exercises, participants will save and re-use complex pixel selections, colorize grayscale photographs, learn the best method to create collages, and explore the ways Photoshop digitizes color.

In this workshop, you will:

- restore digital scans of aging photographs
- sharpen a blurry image
- create a true black and white image from a yellowing photo
- blend two images together with a gradient mask
- create sepia tone effects with a Duotone
- colorize a grayscale image
- create a photo collage

Prerequisite: *Photoshop: The Basics* or equivalent skills.

Workshop Length: 3 hours

PHOTOSHOP CS5: IN-DEPTH HEALING TOOLS

In this workshop, participants will be challenged to master the various Healing Tools Photoshop offers. The Healing Tools in Photoshop enable users to remove damaged or distracting portions of an image, and even replace sections of an image that may be missing. Participants will spend time in this workshop learning how each tool behaves and examine situations in which it would be the most appropriate tool to use. Participants will also spend plenty of time practicing with these tools and mastering the techniques required to get the most out of them.

This workshop will run for 2 and a half hours with an optional hour of lab time after the workshop is complete for participants to practice their new skills with instructors present.

In this workshop, you will:

- use the Clone Stamp Tool, Healing Brush, Spot Healing Brush, and Patch Tool
- use the Vanishing Point filter to remove damage in perspective
- use the Crop tool to minimize work
- repair torn and cracked images
- remove spots and distracting elements from images
- learn to use the best tool for different types of damage to the image

Prerequisite: *Photoshop: Retouching and Color Correction* or equivalent skills.

Workshop Length: 3 hours



DESKTOP PUBLISHING
FUNDAMENTALS PROJECT LAB

See page 22.

PHOTOSHOP CS5 (CONT.) & POWERPOINT

PHOTOSHOP BLENDED LEARNING: ADVANCED LAYER TECHNIQUES

In this self-paced 12-week workshop - based on Lynda.com tutorials and additional content and challenge exercises created by IT Training — you will learn how to work with Photoshop layers in new ways. Learn how to create and use layer groups; protect your work with smart objects; use shape layers and clipping for artistic effects, use layer blend modes for correction and special effects, manage multiple versions of your image with sets of layers, and more. With the format of this workshop, you can work independently through modules and communicate with the instructor at times convenient for you.

Note:

This workshop is a 12 week self-paced course with instructor guidance available – see description for more details. It starts with a one hour kickoff session to orient participants to the course. Registering for one kickoff session will register you for the entire course. If you cannot attend a kickoff session you can still register, but please Contact Us to let us know you won't attend the kickoff session so we can get you the necessary information to get started in the course.

Note for non-IU participants: You will need to be subscribed to lynda.com. There are two options: 1) Subscribe to everything at Lynda.com at \$37.50 per month, or 2) choose our 5-course-only bundle for \$10 per month. You may reduce total subscription costs by moving through the course at an accelerated pace. We will contact you with details after you enroll in the course.

In this workshop, you will:

- manage Photoshop layers more efficiently
- create and manage layer Groups
- link layers
- work with Smart Objects and Smart layers
- create and use shape layers
- edit nondestructively with Layers
- maintain smaller file size when using multiple layers
- correct photos and create effects using Blend modes
- use blend modes with layer groups
- blend layers with Blend If sliders
- create and use clipping Layers
- use Layer Comps to save multiple versions of an image

Prerequisite: *Photoshop CS5: Restoring & Blending Images* or equivalent skills.

Workshop Length: 12 weeks (see above)



WORKSHOP FEES

90 MINUTE WORKSHOPS

- Free to Students at any IU campus
- \$20 Faculty/staff at any IU campus
- \$35 General Public & Non-Profit

2-3 1/2 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$35 Faculty/staff at any IU campus
- \$50 Non-Profit Agency Employees
- \$60 General Public

4-6 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$40 Faculty/staff at any IU campus
- \$55 Non-Profit Agency Employees
- \$65 General Public

POWERPOINT 2010: THE BASICS

PowerPoint is the most popular and widely used presentation software package in the world. This relaxed-pace workshop will teach participants with little or no previous experience with PowerPoint, how to create and deliver a finished presentation.

In this workshop, you will:

- use the PowerPoint 2007 Interface
- begin a new presentation
- insert existing slides into a presentation
- add, rearrange, and delete slides
- apply layouts, themes, and QuickStyles
- work with text and bullets
- insert clip art and pictures
- apply simple animations and transitions
- create audience and presenter handouts
- rehearse and deliver a presentation

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

POWERPOINT 2010: A QUICK OVERVIEW OF CORE FEATURES

This short, fast-paced workshop is designed for users who have used PowerPoint in the past but are looking to fill in gaps in their knowledge. Participants will review all of the basic skills necessary for creating a presentation, including how to get started in PowerPoint, how to switch back and forth between views, how to add new slides, and how to work with text, clip art, basic animation, transitions, and themes.

In this workshop, you will:

- use the PowerPoint 2010 interface
- begin a new presentation
- add, rearrange, and delete slides
- insert existing slides into a presentation
- apply themes and QuickStyles
- work with text and bullets
- insert Clip Art
- apply simple animations and transitions
- deliver a presentation

Prerequisite: Windows: Basic Computing Skills or equivalent skills.

Workshop Length: 1 1/4 hours

POWERPOINT 2010: CREATING CUSTOMIZED BACKGROUNDS, GRAPHICS & ANIMATIONS

Intended for users with basic PowerPoint skills who want to learn how to design more visually appealing presentations, this fast-paced 75 minute workshop will teach participants how to create customized backgrounds, impressive graphics and diagrams, and eye-catching WordArt. Participants will also learn how to apply custom animations to their graphics.

In this workshop, you will:

- customize a theme
- create customized backgrounds
- link and embed tables and charts
- add hyperlinks and section breaks
- insert and modify WordArt and Smart Art graphics
- apply animation to graphics

Prerequisite: PowerPoint 2010: The Basics or equivalent skills.

Workshop Length: 1 1/4 hours

POWERPOINT 2010: TEMPLATES

In PowerPoint 2010, a template is a slide show that serves as a pattern or blueprint for other presentations. Templates can be especially useful for users who need to create multiple presentations with common elements (logos, charts, tables, text, design schemes, etc.)

Utilizing templates can save users time and ensure that presentations will be consistent and professional-looking. In this workshop, users learn the difference between templates and themes, learn how to download and use templates from the Internet, and find out how to create and save their own original templates.

In this workshop, you will:

- distinguish between a template and a theme
- open and use one of Microsoft's sample templates
- download and use a template from Office.com
- download and use a free, third-party template
- save templates to a folder so they will be available for future use
- transfer a template to another computer

Prerequisite: PowerPoint 2010: Slide Masters or equivalent skills.

Workshop Length: 1 hour

POWERPOINT 2010: SLIDE MASTERS

In this short, fast-paced workshop, you will find out why most advanced PowerPoint users prefer to create their presentations using slide masters. You will learn how slide masters can help to protect a slide show from being tampered with or edited, and you will learn how using slide masters can save you time when editing pre-existing presentations. You will also learn how you can set up custom slide shows from a single presentation.

In this workshop, you will:

- save time when making universal changes to a presentation
- add elements to a slide that cannot be edited by others in Normal view
- set up custom slide shows from a single presentation
- distinguish between a template and a theme
- download, save, and create PowerPoint templates

Prerequisite: PowerPoint 2010: The Basics or equivalent skills.

Workshop Length: 1 hour

POWERPOINT 2010: WORKING WITH AUDIO & VIDEO

Go beyond the basics and add pizzazz to your presentations. In this fast-paced, one hour workshop, you will learn how to add audio and video to a slide show, and then you will edit these multimedia clips from within the application.

In this workshop, you will:

- add an audio clip to a slide
- configure an audio file so that it will play across multiple slides
- add a video clip to a slide
- edit a video clip from within PowerPoint
- link to an online video
- publish a PowerPoint presentation as a video file

Prerequisite: PowerPoint 2010: The Basics or equivalent skills.

Workshop Length: 1 hour

POWERPOINT 2010: PUBLISHING & SHARING YOUR PRESENTATION

In the newest version of PowerPoint, the options for publishing a presentation have changed. This workshop will provide an overview of the many options that are available and will help participants understand the advantages and disadvantages of each. You will also learn how to publish your presentation as a video, package a presentation so that it can be moved to other computers without losing linked elements, and create presentation handouts.

In this workshop, you will:

- compress media files before publishing
- check a presentation for hidden properties or personal information before publishing
- package a presentation so it will play correctly on any computer
- publish a slide show as a video
- create handouts with PowerPoint

Prerequisite: PowerPoint 2010: A Quick Overview of Core Features or equivalent skills.

Workshop Length: 1 hour

DESKTOP PUBLISHING PROJECT LAB

In this 3-hour lab session, you will integrate the skills you learned in Photoshop, Illustrator, and InDesign to independently create a design project. You will work with predetermined materials and your own design ideas.

Note: You can only register for this workshop as part of the Desktop Publishing Fundamentals STEPS Certificate Series.

In this workshop, you will:

- create a layout using InDesign
- crop and resize photos (provided), with Photoshop
- place a main body of text (provided)
- create subheads within the main body
- work with a separate piece of text
- create a banner or nameplate, featuring the name of the publication
- apply at least two text styles
- use one or more color elements
- create a vector-based object using Illustrator

Prerequisite: *Page Design & Layout Basics, Photoshop: The Basics, Illustrator: The Basics, InDesign: The Basics*

Workshop Length: 3 hours

ACCESS PROJECT LAB

In this 3 1/2 hour lab session, you will integrate the skills you learned in Access: The Basics, Access: Database Relationships, Access: Queries, Access: Forms and Access: Reports to independently create relationships, queries, forms and reports for an existing database. You will be given guidelines to accomplish specified tasks within the database.

Note: You can only register for this workshop as part of the Access 2007 End-User Certificate Series.

In this workshop, you will:

- define relationships between tables and create lookup fields
- reinforce concepts and skills learned in prerequisite workshops by using an explorative approach to create relational queries, forms, and reports
- incorporate data from an Excel source
- prepare mailing labels
- generate a mail-merge report in Access

Prerequisite: *Access: The Basics, Access: Database Relationships, Access: Queries, Access: Forms, Access: Reports.*

Workshop Length: 3 1/2 hours

WEB SITE DEVELOPMENT PROJECT LAB

In this 3-hour lab session, you will integrate the skills you learned in Dreamweaver and Fireworks to independently create a design project. You will work with predetermined materials and your own design ideas.

Note: You can only register for this workshop as part of the Web Graphics Fundamentals with Macromedia Studio STEPS Certificate Series.

In this workshop, you will:

- gain additional practice and experience working with web design and development tools
- get reinforcement on concepts and skills learned in the prerequisite workshops
- use an individualized, creative, and explorative approach to Web design
- gain experience integrating Adobe Dreamweaver and Fireworks

Prerequisite: *Fireworks: The Basics, Dreamweaver: The Basics and Dreamweaver: Creating Web Sites With CSS*

Workshop Length: 3 hours

SAS: THE BASICS

SAS is a popular and powerful application that is used for data management and analysis in both industry and academia. This workshop is intended for those that are new to SAS or those who need a refresher of basic topics. Participants should have experience with Microsoft Windows file structure and basic statistical concepts. Working knowledge of Microsoft Word and EXCEL, as well as familiarity with basic programming concepts/logic, will be very helpful. Participants will learn about the SAS windowing environment, how to use the import wizard to get data into SAS, how to use DATA steps to create new variables or subset a dataset, and how to use basic PROC steps to examine data and compute descriptive statistics.

In this workshop, you will:

- Features of the SAS window environment
- How to import data using the Import Wizard
- How to manipulate data using DATA steps
- How to run basic procedures on the data, using PROC steps
- How to examine basic descriptive statistics using PROC steps

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

SHAREPOINT 2010: THE BASICS

In this workshop, we'll help you get up and running with the Sharepoint 2010 service at IU - a cloud computing service for IU Faculty, staff and grad students. You can use Sharepoint to store documents and share them with colleagues. In this workshop, you will learn how to create your account, work with Sharepoint via the web, and connect to your storage from the desktop. We'll also discuss how to set permissions on your account to allow other users to access your documents, and explore an already created Group site and see how to interact with it and contribute to it.

In this workshop, you will:

- create a Sharepoint account
- share documents with colleagues
- integrate Microsoft Office with SharePoint
- map a drive to your Sharepoint storage
- edit documents with Microsoft Office web apps

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

SHAREPOINT 2010: BEYOND THE BASICS

Learn how to manage sites in SharePoint. Participants will work with site collections, document and form libraries, and workflows in a site, and learn how to manage all of them. Participants will also learn how to manage user access and security options and how to support working offline.

This 2 day workshop uses 3rd party training materials created by Element K and is taught by staff from UITS IT Professional Services. This workshop is \$60 for IU faculty, staff and students, and \$175 for non-IU participants.

In this workshop, you will:

- manage lists in a site collection
- manage document libraries
- manage form libraries
- manage content structures in a site collection
- manage a workflow
- manage indexing and searching options
- enable offline work with SharePoint sites using SharePoint Workspace 2010
- manage user access
- manage security options in Microsoft SharePoint Foundation 2010

Prerequisite: *SharePoint 2010: The Basics* or equivalent skills.

Workshop Length: 2 full days

SOUNDBOOK CS5: THE BASICS

Soundbooth is an audio editing application in the Adobe Production suite that we can use to record audio, create multi-track audio files, and create sound effects. While it can complete many of the same tasks as Audacity, it is unique in that it can open and export video files, allowing you to complete a multitude of additional tasks, including adding sound effects to a video, removing unwanted sound, and even replacing soundtracks completely. In this workshop participants will explore a range of audio editing tasks working directly with audio and video files. Participants will also explore how to find and create their own sound effects legally.

In this workshop, you will:

- understand the Soundbooth interface
- record sound in Soundbooth
- work with video files in Soundbooth
- replace video soundtracks
- create a multi-track file and add audio tracks
- create sound effects from existing audio and recorded audio
- work with Resource Central to download free sound effects
- design a soundtrack from scratch

Prerequisite: Video Basics: An Overview of Tools & Resources or equivalent skills.

Workshop Length: 3 hours

I liked the information packet received and being able to work through the data set along with the instructor. I also liked that we were pointed to resources to get additional help. . . Also, I did appreciate some of the extra usability tips that the instructor gave that wasn't included in the packet.

STEPS CERTIFICATE SERIES

SAVE 10% off the cost of the workshops by registering for all workshops in a series at once.
See pages 6-7.

SPSS: THE BASICS

SPSS is a powerful statistics application. This workshop, which is intended for people who already have a basic understanding of statistics, introduces SPSS for performing common basic statistical analyses. Participants will learn the basic features of SPSS and how to use it to generate t-tests, linear regression, and descriptive statistics, and to interpret results.

In this workshop, you will:

- explore and edit data
- conduct a T-Test
- perform regression analysis
- generate plots
- use subgroups of data
- create cross-tabulation
- interpret the results of these procedures

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 2 1/2 hours

SQL: DATA RETRIEVAL

Relational databases and the data they store are increasingly at the core of how we understand our world and make decisions in it. SQL (Structured Query Language) is the standard programming language used for querying databases and answering questions about the data in databases. Most relational databases, such as Access, SQL Server, Oracle, MySQL, Sybase, and FoxPro, can all be queried using SQL. Participants will learn how to use SQL to retrieve a variety of data for building reports or powering Web and desktop applications. This workshop is intended for participants with a good understanding of relational databases but limited to no experience using SQL.

In this workshop, you will:

- learn basic SQL concepts
- retrieve records from a single table
- use joins to retrieve records from multiple related tables
- use WHERE to search for or limit records returned by a query
- use aggregate functions and field operations
- work with null values in queries

Prerequisite: *Access: Database Relationships* or equivalent skills

Workshop Length: 3 1/2 hours

SQL: ADVANCED DATA RETRIEVAL & DATA MODIFICATION

Building on what was covered in SQL: Data Retrieval, this workshop is intended for anyone who wants to learn how to use SQL to add, update, and delete data and learn advanced data retrieval techniques. In addition, participants will learn basic concepts of database transaction processing..

In this workshop, you will:

- use UNION to select similar types of information from unrelated tables
- use HAVING to filter results when doing grouping
- use SELF-JOINS to create a relationship between a table and itself
- use INSERT to add data to a table
- use UPDATE to modify existing records in a table
- use DELETE to delete existing records from a table
- work with transactions to control data modification operations

Prerequisite: *SQL: Data Retrieval* or equivalent skills.

Workshop Length: 3 hours

UNIX: THE BASICS

Unix is a popular operating system used on many central systems and web servers. This workshop is intended for people who have little or no experience working with Unix from the command line. It gives a quick overview of how Unix works, explains the directory structures, and provides guided practice with core file management commands and setting file permissions. File archiving, file compression, and file transfer (FTP) are also covered.

In this workshop, you will:

- manage files and directories
- set file permissions
- share and copy files
- archive and compress files
- get files from another machine using FTP
- get help

Note: At IU, Unix is the operating system used to run research systems, central Web servers storage systems (MDSS), and many enterprise information systems.

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

USABILITY, VIDEO, WEB PUBLISHING

USER-CENTERED WEB DESIGN & USABILITY

Intended for anyone involved in planning, designing, or creating a medium to large web site. Uses lecture, video, and discussion to introduce the importance of incorporating user-centered design principles and usability testing in web design and implementation.

In this workshop, you will:

- explore user-centered Web design
- see and discuss examples of usability testing
- learn about ADA Web guidelines
- learn a four-part Web site design method
- examine specific guidelines and considerations at each stage
- learn where to find resources for Web design

Prerequisite: *XHTML: The Basics* or equivalent skills.

Workshop Length: 3 hours

DIGITAL VIDEO: AN INTRODUCTION

This 90 minute, lecture-based workshop provides an overview of the basic concepts and terminology that a person needs to be familiar with as they begin to work with video. If you are using a digital video camera or video editing software for the first time, this workshop is a must!

In this workshop, you will:

- become familiar with basic video concepts and terminology
- learn about video cameras and other video equipment
- discover tools and resources that are available for videographers
- find out how to transfer video footage to a computer
- become familiar with basic settings and standards used when publishing video

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 2 hours

Comprehensive, kept us moving forward and actually DOING. Open to questions. Appreciated the extra help if we got stuck. Really helped to build confidence with this topic.

DIGITAL VIDEO: BASIC EDITING USING WINDOWS MOVIE MAKER

Windows Movie Maker is an easy to use video editing application. While there are many other programs on the market that provide more bells and whistles, in many cases, this is the only application that you will need in order to create a really great movie. This application comes preinstalled on many PCs and it can be downloaded for free if you don't already have it. In this 90 minute workshop, participants will use Windows Movie Maker as they learn basic video editing techniques. Since most video editing packages have a similar look and feel, this workshop also serves as a good introduction to other, more complex programs.

In this workshop, you will:

- become familiar with the Windows Movie Maker user interface
- learn to add titles and credits
- learn to import video clips
- use the Storyboard view and the Timeline view
- learn to trim, split, and move clips
- narrate the title
- add transitions and special effects

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 3 hours

DIGITAL VIDEO: USING ADOBE APPLICATIONS FOR CONVERTING & PUBLISHING

This workshop is intended for novice videographers who are interested in learning how to convert video files and publish movies. Participants will learn how to encode a movie in a format that is suitable for the web, iPod or iPhone, mobile device, and YouTube.

In this workshop, you will:

- use Adobe Media Encoder to convert Windows Movie Maker files to a format that can be posted on the web
- learn how to post a video on a personal web site
- use Adobe Premiere Pro to publish a movie for iPod or iPhone
- use Adobe Premiere Pro and Device Central to publish a video file for a mobile device such as a cell phone
- use Premiere Pro and Encore to create an autoplay DVD
- learn how to publish and upload a video to YouTube

Prerequisite: *Digital Video: An Introduction* or equivalent skills.

Workshop Length: 1 1/2 hours

WEB PUBLISHING: AN OVERVIEW OF TOOLS & RESOURCES

Intended for anyone new to web publishing, this workshop provides an overview of basic web publishing issues and resources. Emphasis is placed on web accounts and support at IU. While participants will get hands-on practice transferring files to a web server, this workshop is primarily lecture focused. Participants will not create completed web pages in this workshop.

Available as an online tutorial at:

<http://ittraining.iu.edu/online/tutorials>

In this workshop, you will:

- review common terminology associated with Web pages
- discuss the required applications and accounts for publishing on the Web
- explore the pros and cons of different Web authoring and editing tools
- learn about university-supported training options
- practice transferring files to a Web server

Prerequisite: *Windows: Basic Computing Skills* or equivalent skills.

Workshop Length: 1 1/2 hours

I liked the analogies that the teacher used. I like how explanatory it was. I did not feel lost and I felt like I could understand the information with out much previous subject knowledge.



Check out blog articles at:

<http://ittrainingtips.iu.edu>

WORD: THE ESSENTIALS

This workshop introduces some of the more commonly used commands and tools available in Microsoft Word. Intended for participants who are already comfortable with basic text editing and formatting, this workshop covers more advanced topics such as using tabs, creating lists, working with headers and footers, using styles, sorting text, and saving a Word document for the web.

In this workshop, you will:

- use the Ribbon and Mini toolbar
- align text using tabs and indents
- sort information
- format bulleted and numbered lists
- create headers and footers and a cover page
- apply styles, borders and shading

Prerequisite: *Word Processing: Basic Skills* or equivalent skills.

Workshop Length: 3 hours

WORD: COLLABORATIVE TOOLS

Intended for anyone who is comfortable using Word and has a need to collaborate with others in writing or editing a Word document. This workshop introduces Word's collaborative writing features that can be particularly useful when working with multiple authors, but can also be used by a single author. With these features, multiple people can review a document and make changes or suggestions without actually altering the original text. Also introduces how to protect documents from undesired changes.

In this workshop, you will:

- view, add, edit, and delete comments
- track and review changes to a document
- compare drafts of a document
- merge multiple copies of an edited document
- protect a document from undesired changes
- use highlighting

Prerequisite: *Word Processing: Basic Skills* or equivalent skills.

Workshop Length: 2 hours

WORD: DESKTOP PUBLISHING

Though Word is not a robust desktop publishing application, it does have some advanced layout features which can be used to create simple newsletters and brochures. This workshop is intended for participants who are already familiar with Word and want to learn its advanced layout features. Participants will learn how to use templates and styles in creating more polished documents, and how to incorporate graphics, charts, and an automated table of contents into a multi-column document.

In this workshop, you will:

- create and use document templates
- create and edit styles
- design a document layout
- create a table of contents
- customize headers and footers
- format sections, columns and text boxes
- insert and modify graphics and charts

Prerequisite: *Word: The Essentials* or equivalent skills.

Workshop Length: 3 hours

WORD: PUBLISHING RESEARCH & LONGER DOCUMENTS

Intended for experienced users of Word who want to create long documents such as research papers, team project reports, books, and graduate theses or dissertations. This workshop explores the best method for structuring long documents in Word and demonstrates how to reliably assemble long documents from multiple source files. It highlights Word's advanced publishing features and automated functions, so participants will also learn how to create lists of figures and captions, a table of contents and a document index.

In this workshop, you will:

- create and edit an outline
- collapse, expand and relocate sections of an outline
- create and manage master documents
- create a table of contents in a master document
- create captions and lists of figures
- use advanced search options
- format and generate an index
- format footers in a master document
- print a master document

Prerequisite: *Word: Desktop Publishing* or equivalent skills.

Workshop Length: 3 hours

WORD: MAIL MERGE

In this workshop, participants will explore the tools available for automating the creation of individually customized documents in Microsoft Word. Participants will create a data file using Word, and use that data file to create a merged document of a personalized workshop certificate. The second merged document created will involve transferring a data document from Word to Excel, modifying the data, and generating a form letter for a mass mailing. Participants will then create a third merged form letter that contains conditional merge fields, so two variations of the letter are created at once. The data set for this third merge will be a query from an Access database.

In this workshop, you will:

- create a merge data file in Microsoft Word
- use Microsoft Office documents as merge data sources
- populate a document with merge fields
- perform a mail merge
- create and execute conditional merges
- create merges for envelopes and label

Prerequisite: *Word: The Essentials* or equivalent skills.

Workshop Length: 3 hours

Check out our WORD Certificate Series.

Earn a certificate and a 10% discount on the cost of the included workshops. See pages 6.

Check out our web site for the most up-to-date information on new workshops and services.

XHTML: THE BASICS

XHTML (Extensible HyperText Markup Language) is a successor of HTML, the standard language for building web documents. This workshop is intended for people with little or no experience coding HTML. Participants will learn the basic syntax and elements used in XHTML and how to use these to write well structured web pages.

In this workshop, you will:

- learn to code basic XHTML
- create a Web page
- structure your Web page for maximum efficiency and accessibility
- add presentation style to your page
- incorporate color in your pages
- learn how to include images on your pages
- learn how to link to other Web pages

Note: This workshop is intended for people with little or no experience coding HTML. If you are already experienced in creating HTML and are interested in learning the most current coding standards, you should take the workshop XHTML: Structure & Description.

Prerequisite: *Web Publishing: An Overview of Tools & Resources* or equivalent skills.

Workshop Length: 3 hours

XHTML: STRUCTURE & DESCRIPTION

Intended for anyone who already knows basic HTML or XHTML and is interested in increasing their knowledge of XHTML. Participants will learn how to use XHTML to build highly structured web pages with descriptive information. Additional advanced features, such as adding style and validating code, will also be introduced.

In this workshop, you will:

- build highly structured Web pages
- add descriptive information to Web pages
- learn and apply XHTML requirements
- learn advanced linking techniques
- add presentation style to your pages
- publish Web pages
- validate your code

Prerequisite: *XHTML: The Basics* or equivalent skills.

Workshop Length: 3 hours

A great introduction to a topic that seemed a bit scary! I'm looking forward to taking the rest of the classes for the certificate!

XML: THE BASICS

As a common tool for Web development, and a universal medium for information storage and exchange, XML is a key technology for those entering a wide variety of technology professions.

This workshop will focus on two major areas of XML. First, it will cover the basic syntactic rules that make up an XML document and include concepts such as elements, attributes, entities and namespaces. Second, it will cover validation of XML documents using a Document Type Definition (DTD).

In this workshop, you will:

- understand the syntactic rules of XML
- author an XML document
- create an XML Document Type Definition
- validate XML using a Document Type Definition
- incorporate namespaces into XML documents

Prerequisite: *XHTML: Structure & Description* or equivalent skills.

Workshop Length: 3 hours

Great explanations and examples that, while not verbatim to the workshop materials, were clear enough to still follow along with the material while not jumping pages. Also the project to work on during the workshop was interesting. Great teaser of what comes next.

WORKSHOP FEES

90 MINUTE WORKSHOPS

- Free to Students at any IU campus
- \$20 Faculty/staff at any IU campus
- \$35 General Public & Non-Profit

2-3 1/2 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$35 Faculty/staff at any IU campus
- \$50 Non-Profit Agency Employees
- \$60 General Public

4-6 HOUR WORKSHOPS

- Free to Students at any IU campus
- \$40 Faculty/staff at any IU campus
- \$55 Non-Profit Agency Employees
- \$65 General Public

XML: TRANSFORMING CONTENT WITH XSLT AND XPATH

XML (Extensible Markup Language) is a markup language used to create structured documents to store data. XPath (XML Path) is a language used to query the data stored in an XML document. XSLT (Extensible Stylesheet Language Transformations) is used to transform XML documents into other data types, such as XHTML. This workshop will teach participants to transform XML data into valid XHTML using XSLT and XPath. With a growing amount of data being stored in XML format, being able to view and manipulate that XML data becomes necessary. XSLT allows a developer to transform one XML document into a variety of different formats including XHTML, PDF, and even other types of XML documents. Being able to transform XML data allows for easy reuse of information and enables a developer to display the information in numerous formats for analysis and viewing. The workshop begins with a quick overview of how XML works. Most of the workshop will be spent navigating through XML documents and transforming the data stored in the documents into valid XHTML using XSLT. The workshop concludes with a brief discussion of XPath and how to include XPath queries in XSLT. While the focus of this workshop is on transforming XML to XHTML, the same principles can be applied to transform XML into any other document type.

In this workshop, you will:

- explore XML structure, navigation and terminology
- learn XSLT syntax
- use XPath to navigate through an XML document
- learn strategies for creating XSLT templates
- transform XML data to an XHTML document

Prerequisite: *XHTML: Structure & Description* or equivalent skills.

Workshop Length: 3 hours

TWO CAMPUSES – ONE PROGRAM

ABOUT OUR PROGRAM

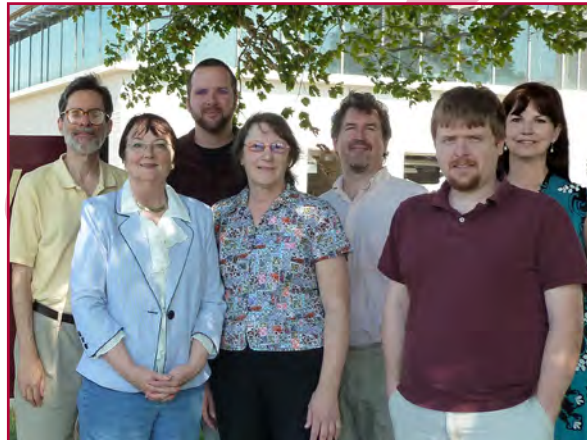
IT Training offers instructor-led computing workshops and provides self-study training resources to the Indiana University community and beyond. We deliver training to more than 30,000 participants each year across all campuses through our instructor-led workshops and self-study courses and tutorials.

We partner with many departments and individual faculty and staff members across all Indiana University campuses to provide broad support for the technology education needs of the entire university community. Beyond the university, IT Training has won several national awards for our materials and services, and our staff members have chaired programs, judged competitions, and presented papers at national conferences. Additionally, universities and organizations from across the country are using our class materials in their own training programs.

Our goal is to provide you with excellent technology training and customer service. We continue to be dedicated to meeting the training needs of all of our participants, from the true beginner to the more advanced user. We look forward to helping you meet your technology training needs in the year to come.

IT Training develops and delivers workshops on the Bloomington (IUB) and Indianapolis (IUPUI) campuses. Our staffs on both campuses are committed to making sure that your workshop experience is the best it can be. Remember that if the workshop you want is not offered at a convenient time for you on your primary campus, you can check the other campus's schedule and register for workshops there.

IT Training & Education develops and delivers workshops on the Bloomington (IUB) and Indianapolis (IUPUI) campuses. Our staff on both campuses are dedicated to making sure that your workshop experience is the best it can be. Remember that if the workshop you want is not offered at a convenient time for you on your primary campus, you can check the other campus's schedule and register for workshops there if it's a fit for you.



Chris Payne, Manager
Carol Rhodes, Assistant Manager

IUB Professional Staff Members:
Greg Hanek Donna Jones
Susan Hanns Tom Mason
Andy Hunsucker

Part-time Instructors & Assistants:
Brittany Arnett Yu Chen Hou
Chris Callahan April Law
Sandra Doell Chabane Maudi
Erin Dunn Lisa Makarchuk
Jason Fickel Tarn Mower
Stephanie Flores Venkata (Ratan) Suri
David Heald Karl Teskey
Beth Hoey



Veronica Mount
Assistant Manager

IUPUI Professional Staff Members:
Jennifer Oakes
Denise Brown
Kimmaree Murday

Part-time Instructors & Assistants:
Mayme Fravel Rebecca Pattillo
Ben Leatherbury Dennis Richmond
Chris Nicholson Quinn Thacker

BLOOMINGTON WORKSHOP LOCATIONS

Most IUB STEPS workshops meet in the Wells Library (at 10th and Jordan), either in the Information Commons STEPS Classroom or in room W302. Some workshops meet at the Wrubel Computing Center which is located at the intersections of 10th Street and the State Road 46 Bypass.

PARKING ON THE BLOOMINGTON CAMPUS

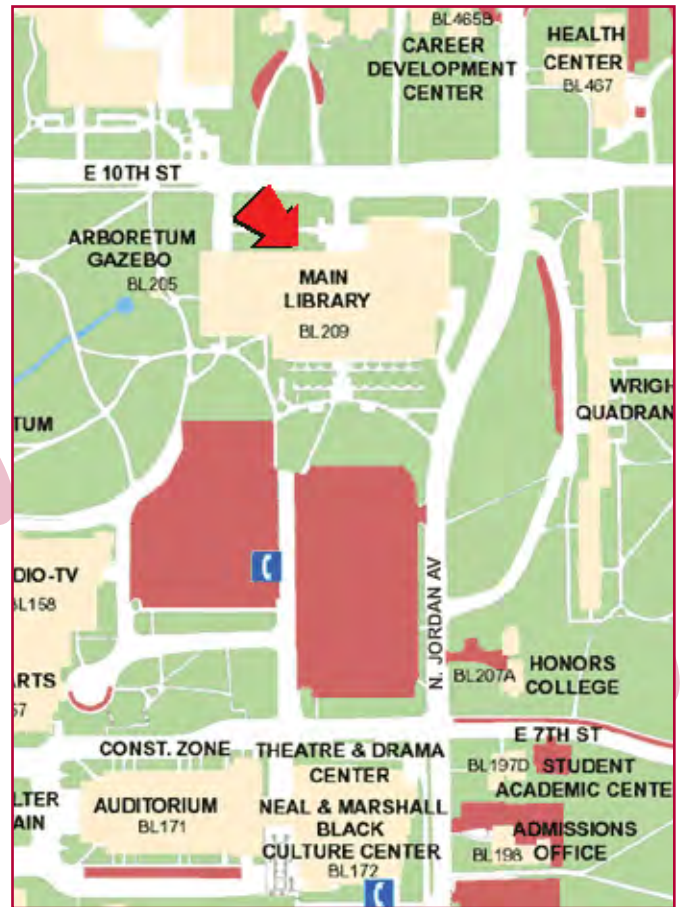
Anyone may park in a campus pay parking lot or at a pay meter without a permit. The closest pay lot to the library is the 11th Street and Fee Lane parking garage.

All campus parking spaces except for the pay lots and metered spaces require that your vehicle be registered with the university. This registration is in effect 24 hours a day.

If you pay to park in the 11th Street and Fee Lane parking garage to attend a STEPS workshop in the library, notify the workshop instructor and they will validate your parking ticket which will keep your parking charge to \$5 or less.

Additional information including maps and directions, can be found by clicking the “About our training facilities” link at:

<http://ittraining.iu.edu/about>



INDIANAPOLIS CAMPUS WORKSHOP LOCATIONS

Our workshop locations are noted in red on the map at the right. Most IUPUI STEPS workshops meet in the Informatics & Communications Technology Complex, room IT127. Parking lots on the map at right are noted by numbers and buildings are noted by letters.

PARKING ON THE INDIANAPOLIS CAMPUS

Students may park in lots 71, 72, 73, 83 and 85. Faculty and staff may park in lots 71, 72, 77, 81, 83, 85. Visitors and physically disabled patrons may park in lot 38.

All campus parking spaces except for the designated visitor spots require that your vehicle be registered with the university. This regulation is in effect 24 hours a day.

Additional Information including maps and directions, can be found by clicking the “About our training facilities” link at:

<http://ittraining.iu.edu/about>

